



JOB DESCRIPTION UTILITY ENGINEER

*Conservation
Commitment
Community*

DEPARTMENT:	Engineering	JOB TITLE:	Utility Engineer
REPORTING TO:	Chief Engineer	GRADE:	18
DATE PREPARED	August 2020	FLSA STATUS:	Exempt

Job Summary:

In conjunction with the Chief Engineer, the Utility Engineer supports planning, design, analyzing, documenting, permitting, regulatory compliance and management of activities for CCUA capital improvement projects and operational needs. The Utility Engineer performs duties to coordinate the location of utilities within the Clay County Utility Authority (CCUA) and manage the relocation of utilities for roadway and improvement projects.

Essential Duties and Responsibilities:

- Analyze and provide feedback on County and FDOT project plans. Edit plans as necessary based on utility conflicts.
- Review identified utility coordination issues and design plans to relocate existing utilities impacted by project planning and design development.
- Design small capital projects as assigned.
- Manage utility coordination and design of capital projects impacting CCUA. Complete project management tasks of multiple projects on a daily basis. Support and manage consultants involved in CCUA capital projects.
- Provide project design management for utility relocation and capital projects. Ensure plans are administered according to schedule under accepted regulatory standards.
- Research and ensure permitting requirements are met prior to and during project implementation.
- Represent CCUA in coordination with County and FDOT projects; serve as point of contact to communicate between stakeholders.
- Perform other duties, as needed.

The above cited duties and responsibilities describe the general nature and level of work performed by people assigned to the job. They are not intended to be an exhaustive list of all the duties and responsibilities that an incumbent may be expected or asked to perform.

Education and Experience Requirements:

- Bachelor's Degree in Environmental or Civil Engineering, or other related engineering discipline from an ABET accredited school.
- Valid driver's license issued by the State of Florida and have a satisfactory driver's record based on the criteria listed in the Clay County Utility Authority handbook.
- Minimum of four years of experience as a Utility Engineer for a public utility or similar role required; six years preferred.
- Certification in Project Management and Advanced MOT Training preferred.
- Florida Professional Engineering licensure.

Job Description – Utility Engineer

Knowledge/Skills/Abilities:

- Job Specific KSA's – Knowledge of engineering design principles, utility infrastructure, regulatory requirements, contract administration and constructability. Knowledge of Project Management concepts.
- Customer Service – Provide high level of service to targeted customer base. Respond promptly and accurately to internal and external requests for information.
- Team Orientation and Interpersonal – Develop and maintain collaborative relationships with all levels of the organization; collaborate and work with individuals containing a variety of knowledge levels and expertise. Work productively on a team and independently.
- Communication – Effective verbal and written communication. Able to use correct language and grammar in a professional, diplomatic, and tactful manner. Public speaking and presentation skills.
- Organization and Time Management – Able to work independently with minimal supervision; plan, prioritize, and organize work, meetings, and projects in order to meet deadlines.
- Analytical Problem-Solving and Decision Making – Critical thinking and problem-solving abilities. Research, analyze, identify viable options, draw sound conclusions, present findings and make thoughtful recommendations.
- Systems and Software – Proficiency in MS Word, Excel and Outlook, ArcGIS, and Auto Civil 3D required. Proficiency in Visio and InRoads Modeling Software preferred.

Skill Requirements: (X = Required for job)

X	Typing/computer keyboard	X	Verbal communication
X	Utilize computer software (specified in this description)	X	Written communication
X	Retrieve and compile information	X	Public speaking/group presentations
X	Maintain records/logs	X	Research, analyze, and interpret information
X	Verify data and information	X	Investigate, evaluate, recommend action
X	Organize and prioritize information/tasks		Leadership and supervisory, managing people
X	Operate office equipment	X	Basic mathematical concepts (e.g. add, subtract)
X	Advanced mathematical concepts (fractions, decimals, ratios, percentages, graphs)	X	Abstract mathematical concepts (interpolation, inference, frequency, reliability, formulas, equations, statistics)
	Operate heavy equipment (e.g. bobcats, backhoes, dump trucks)	X	Operate motor vehicle

Physical Requirements: (X = Required for job)

X	Sitting for extended periods	X	Lifting/carrying up to 20 pounds (various items)
X	Standing for extended periods		Lifting/carrying between 20 – 49 pounds (various items)
X	Viewing computer screen for extended periods		Lifting/carrying over 50 pounds (various items)
X	Walking	X	Repetitive Motions
X	Reading	X	Bending/Stooping
X	Speaking	X	Reaching/Grasping
X	Hearing		Crawling/Crouching
X	Writing		Climbing
X	Seeing 1-5 feet		Physical endurance under variable weather conditions
	Seeing 5+ feet		Other (list):
	Other (list):		Other (list):

Hazards: (X = Required for job)

X	Standard office environment		Electrical current
	Toxic or caustic chemicals		Housekeeping and/or cleaning agents
	Outdoor weather conditions and outdoor terrain, wetlands, and/or dense vegetation		Proximity and use of hand-held powered equipment and/or moving mechanical parts
	Other (list):		Other (list):