

## CITY OF HAYWARD

SENIOR UTILITIES ENGINEERDEFINITION

To plan, organize, direct, and perform a variety of professional duties involving the engineering, planning, design, and construction of complex Capital Improvement Projects related to potable water, recycled water, sanitary sewer collection conveyance, storm water, wastewater treatment systems, and related utility infrastructure within the Public Works and Utilities Department; and to perform a variety of technical tasks relative to assigned area of responsibility. Under general direction, supervise, direct, plan, and coordinate the assigned functions and activities of the Engineering Section of the Utilities Division.

DISTINGUISHING CHARACTERISTICS

This is a mid-management, ~~supervisory~~ level position that performs, oversees, and coordinates ~~directs~~ all assigned activities of the Utilities engineering section, including planning, conceptual design, final design, cost estimating, project bidding process, services during construction and construction management for variety of projects in water distribution, sanitary sewer collection, recycled water, stormwater management, and wastewater treatment. This position is distinguished from that of subordinate Associate Civil Engineer position by its responsibility for the supervision of assigned engineering and technical staff, in addition to engineering and technical responsibilities for project development, design, and construction management for more complex projects. This position is distinguished from that of the Principal Utilities Engineer position by the latter position's complexity of assignments and responsibility for the supervision of higher-level engineering and technical staff. This position is distinguished from the Utilities Engineering Manager Deputy Director of Public Works for Utilities by the latter position's overall responsibility for all aspects of the Utilities Division functions.

SUPERVISION RECEIVED AND EXERCISED

Receives general ~~direction~~ supervision from the ~~Deputy Director of Public Works/Utilities. Utilities Engineering Manager. and Assistant Director of Public Works.~~

SUPERVISION EXERCISED

Exercises Provides direct ~~and indirect~~ supervision over professional and technical staff as assigned.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Recommend and assist in the implementation of goals and objectives; establish budgets, schedules, and methods for the engineering, planning, design and construction of assigned utilities systems.

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Plan, prioritize, assign, supervise, and review the work of staff involved in the implementation of Capital Improvement Projects through the planning, design, bid award, construction and commissioning phase.

Evaluate operations and activities of assigned responsibilities department; recommend improvements and modifications to operational procedures; prepare various reports on operations

Participate in the selection mentoring of staff; coordinate and provide staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.

### ESSENTIAL DUTIES (continued)

Review proposed development projects and permit applications for conformance with City standards, specifications, details, and Master Plans; set conditions for the provision of utility services; provide engineering support during construction including reviewing submittals, responding to requests for information, resolving conflicts/claims, coordinating with inspectors and Utilities Operations and Maintenance staff, and ensuring construction conforms with approved plans and specifications.

Negotiate and obtain easements, permits, and agreements for the City construction projects and development projects. Review and coordinate annexation of property to the City water, and sanitary sewer, and recycled water service areas.

Prepare Requests for Quotes and Requests for Proposals; receive and respond to questions during proposal period; review proposals and participate in the selection of vendors, consultants, and/or contractors. Assists in the development and implementation of the Engineering Section's goals, objectives, policies and priorities.

Maintain and create accurate records and maintain design standards and specifications for water, and sanitary sewer, wastewater treatment and recycled water infrastructure.

Plans, organizes, controls and evaluates the assigned functions and activities of the Engineering Section of the Utilities Division.

Provides direct and close supervision in ~~Master~~ ~~Plans~~ and studies that outline future water, recycled water, sanitary sewer collection system, and wastewater and drainage requirements treatment system improvements.

Prepares drawings, models, and displays for special studies and reports completed by the Utilities Division, and ~~Division and~~ explores and studies the preparation of area wide ~~master~~ Master plans ~~Plans~~ guiding future installations of major water, recycled water, and ~~and sewer facilities~~ sanitary sewer collection system improvements.

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Supervise assigned staff.

and ~~S~~serve as construction manager on complex water ~~and~~, sewer (wastewater), and recycled water capital improvement projects.

~~Supervise staff engineers. Directs the work and provides general supervision in~~ Oversee, and review the preparation of plans, specifications, cost estimates, and the administration of contracts for ~~small~~ construction projects in utilities (e.g., ~~small water main, recycled water main, sanitary sewer collections main, and wastewater treatment and process,~~ and storm drainage projects).

ESSENTIAL DUTIES (continued):

~~Supervise assigned staff, r~~ Prepare, r ~~Revise, and Revises and update~~ standard specifications and details related to water, recycled water, and sanitary wastewater utilities sewer system infrastructure.

~~Checks~~ plans prepared by other agencies for conflict with the City's existing and proposed utilities systems.

Coordinate work between sections and divisions of various City Departments and advise City staff on assigned engineering and technical matters.

Consults with and advises other City employees on utilities engineering matters.

~~Participates~~ in the selection and supervision of private outside professional engineers engineering consultants for the development of plans and specifications, studies, and reports.

ESSENTIAL DUTIES (continued)

~~Coordinates~~ utilities engineering related activities with ~~Engineering & Transportation Division,~~ other City departments, divisions, and sections and with outside agencies.

~~Prepares reports and makes recommendations on the Utilities Division's portion of the City's capital improvement program.~~

~~Prepare reports and Develops and recommends an annual budget and priority for assigned utilities projects. participate in the development of the Capital Improvement Program and Project budget and priorities for utilities projects.~~

Coordinate and C ~~consults~~ with contractors, builders developers, and engineers, and operation and maintenance staff on problems relating to the design, construction, and maintenance of assigned assigned utilities facilities.

~~Coordinates utility engineering activities with other divisions, departments and outside agencies. construction management of the Utilities Division's projects with the Engineering and Transportation Division staff.~~

~~Consults with and advises the Deputy Director on issues relating to the Utilities Engineer's particular~~

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~~function.~~

~~Advises other sections and program staff within the Utilities Division on engineering and technical matters.~~

Prepares project statements outlining scope of projects, design criteria, available data, background, scheduling coordination, and financing for utilities projects.

Review, edit and prepare staff reports and resolutions for City Council authorization; prepare staff reports and presentations to council special committees. :

Participates in interviews and selection of new employees ~~under the position responsibilities~~ as directed, and trains employees in work procedures, standards, and safety practices.

Prepares and provides input into employee performance evaluations, including setting and assessing goals, conducts counseling on work-related issues, and makes recommendations regarding discipline.:

Answer questions and provide information to the public; research questions and recommend corrective action as necessary to resolve issues.

Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.

Foster an environment that embraces integrity, service, inclusion and collaboration.

Be an integral team player, which involves flexibility, cooperation, and communication.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

~~Performs related duties as assigned.~~

## JOB RELATED AND ESSENTIAL QUALIFICATIONS

### Knowledge of:

Principles and practices of civil engineering, mathematics, hydraulics and hydrology.

Principles of utilities design, construction, and operation.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

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Knowledge of (continued):

Principles of advanced project management.

Construction management techniques.

Wastewater treatment processes, process control, and instrumentation.

~~Familiarity with~~ Applicable laws and regulatory codes relevant to planning, design and construction of water, wastewater, recycled water, and storm drainage projects.

Current developments, literature, and sources of information ~~relative~~related to municipal utilities engineering.

Modern methods and techniques used in the design and construction of a wide variety of utilities engineering projects.

~~Group and interpersonal dynamics.~~

~~Principles of management and supervision including work planning, direction, training and evaluation of work and staff performance.~~

Methods of a~~Asset~~ management.

~~Geographic Information Systems (GIS).~~

Pertinent local, State, Federal rules and regulations and laws.

Principles of supervision, training, work planning, and performance evaluations.

~~P~~Basic principles of budget monitoring and administration.

Modern office practices, methods, and computer equipment including relevant software programs.

Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.

Safe work practices.

Principles and practices of excellent customer service.

Ability to:

Organize, implement and direct assigned engineering operations and activities.

~~Supervise, train and evaluate professional and technical subordinates.~~

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Manage complex Capital Improvement Projects including Set setting priorities, organize-organizing projects and meeting deadlines and budget constraints.

Perform complex engineering computations, analyze processes, designs and procedures and design, check, and supervise the construction of a wide variety of municipal utilities facilities and make recommendations for improvements.

Interpret and/or prepare construction plans, cost estimates, agreements, contract documents, standard plans, specifications, Master Plans, and related documentation.

#### JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

##### Ability to (continued):

Communicate both orally and in writing to prepare clear and accurate reports, lead discussions, and present information to City staff, contractors, and the general public.

Complete assignments in a timely manner with minimum supervision.

Plan and direct the work of other personnel.

Develop and maintain effective working relationships with individuals and groups.

Resolve utilities related construction problems in the field.

Deal tactfully with general public, contractors, developers, architects, and engineers, and operation and maintenance staff.

Interpret and explain pertinent department and City policies and procedures, and applicable codes, rules, and regulations.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Supervise, train, and evaluate assigned staff.

Read, write, and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar, and punctuation.

Communicate effectively, tactfully, and positively in both oral and written form.

Operate and use modern office equipment and technology, including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Contribute effectively to the accomplishments of City goals, objectives, and activities.

## EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain knowledge and abilities would be:

~~\_\_\_\_\_~~ Experience: Four ~~(4)~~ years of progressively responsible experience in professional engineering work in the design and construction of water, recycled water, and or wastewater projects including one ~~(1)~~ year of supervisory or lead experience.

## EXPERIENCE AND EDUCATION (continued)

~~\_\_\_\_\_~~ Education: ~~—Equivalent to a~~ Bachelor's degree ~~or equivalent~~ from an accredited college or university in civil engineering, or a closely related field with major work in civil engineering. A ~~master's~~ Master's degree is desirable.

Licenses and Certificates: Possession and maintenance of a valid Class C California driver's license. Possession and maintenance of a certificate of registration as a Professional Engineer (Civil or Mechanical) in the State of California.

~~\_\_\_\_\_~~ ~~Possession and maintenance of a valid Class C California driver's license.~~

## SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; to work in a field environment when needed in various weather conditions; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to travel

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to fulfill assigned duties and to review work outdoors.

Essential functions must be performed with or without reasonable accommodations.

PROBATIONARY PERIOD: One (1) Year.

765CS11H810 Senior Utilities Engineer

August 1995

Revised: August 2011

Revised: January 2025

AAP GROUP: 3

FPPC STATUS: Designated

FLSA STATUS: Exempt