

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, 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.

DISTINGUISHING CHARACTERISTICS

This is a mid-management level position that performs, oversees, and coordinates 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 by the latter position's complexity of assignments and responsibility for the supervision of higher-level engineering and technical staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Utilities Engineering Manager.

Exercises direct 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.

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 department; recommend improvements and modifications to operational procedures; prepare various reports on operations

Participate in the 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, 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.

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

Oversee and review the preparation and/or updates of Master Plans and studies that outline future water, recycled water, sanitary sewer collection system, and wastewater treatment system improvements.

Prepare drawings, models, and displays for special studies and reports completed by the Utilities Division and explore and study the preparation of area wide Master Plans guiding future installations of major water, recycled water, and sanitary sewer collection system improvements.

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

Oversee and review the preparation of plans, specifications, cost estimates, and the administration of contracts for construction projects in utilities (e.g., water, recycled water, sanitary sewer collections, and wastewater treatment and storm drainage projects).

Prepare, revise, and update standard specifications and details related to water, recycled water, and sanitary sewer system infrastructure.

Check 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.

Participate in the selection and supervision of outside engineering consultants for the development of plans and specifications, studies, and reports.

ESSENTIAL DUTIES (continued)

Coordinate utilities engineering related activities with other City departments, divisions, and sections and with outside agencies.

Prepare reports and participate in the development of the Capital Improvement Program and Project budget and priorities for utilities projects.

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

Prepare 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.

Participate in interviews and selection of new employees 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.

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)

Knowledge of (continued):

Principles of advanced project management.

Construction management techniques.

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 related to municipal utilities engineering.

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

Methods of asset management.

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

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

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.

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

Perform complex engineering computations, analyze processes, designs and procedures 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):

Resolve utilities related construction problems in the field.

Deal tactfully with general public, contractors, developers, architects, 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 years of progressively responsible experience in professional engineering work in the design and construction of water, recycled water, and/or wastewater projects including one year of supervisory or lead experience.

EXPERIENCE AND EDUCATION (continued)

Education: Equivalent to a Bachelor's degree from an accredited college or university in civil engineering, or a closely related field with major work in civil engineering. A 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.

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 to fulfill assigned duties and to review work outdoors. Essential functions must be performed with or without reasonable accommodations.

PROBATIONARY PERIOD: One (1) Year.

H810 Senior Utilities Engineer

August 1995

Revised: August 2011

Revised: January 2025

AAP GROUP: 3

FPPC STATUS: Designated

FLSA STATUS: Exempt