

INTERNAL JOB ANNOUNCEMENT

September 25, 2023

Position: Water and Sewer Engineer

Salary Grade: 16 (Munis Level 13)

Department: Water and Sewer

Closing Date: Tues 10/3 @5:00 pm

Water and Sewer Engineer

General Definition of Work

Performs intermediate advanced technical work in variety of engineering, drafting, design, construction and related assignments in the Water and Wastewater Department, and related work as apparent or assigned. Work is performed under the general direction of the Engineering and Operations Superintendent.

This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing, frequent sitting and occasionally requires, walking, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, using measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; worker has frequent exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office with computer printers, light traffic).

Essential Functions

- Prepares a wide variety of technical engineering reports, regulatory reports, standard operating procedures, manuals, emergency response plans, minutes, public correspondence and other documentation.
- Serves on workgroups and other team activities as required, participating in the development of goals, objectives, policies and priorities.
- Stays current with, interprets and applies Federal, State, and local regulations, codes and ordinances and evaluates impact of new and pending legislation and regulations on water and wastewater industry.
- Performs contract administration on assigned projects, which may include assisting in the development of request for proposals; develops detailed specifications, ensuring conformance with conditions of contract; conducts field inspections and maintenance related documentation.
- Participates in public hearings and/or meetings; makes preparations to staff, committees, City Management and Council and general public.

- Continues to improve technical ability by formal and informal training as needed; attends and participates in professional group meetings and reads technical journals to stay abreast of new innovations in the field of engineering.

Knowledge, Skills and Abilities

Thorough knowledge of the principles and practices of civil engineering, particularly as applied to water and wastewater systems; thorough knowledge of equipment, methods, materials and tools used in the work; thorough knowledge of the occupational hazards and safety precautions; thorough knowledge in the use of standard office equipment and associated software; thorough knowledge in preparing reports and other types of correspondence; general knowledge of all codes applicable to the work; ability to learn the water and wastewater systems; ability to perform inspection and maintenance tasks; ability to prepare work diagrams, material and labor costs and specifications; ability to make arithmetic computations; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in maintenance of financial records; ability to establish and maintain effective working relationships with other employees and the general public.

Education and Experience

Bachelor's degree with coursework in civil engineering, or related field or equivalent combination of education and experience. Experience in water and sewer utility engineering preferred.

Special Requirements

Obtain Professional Engineering license within two years after becoming eligible.

Possession of an appropriate driver's license valid in the State of Tennessee.

To be considered for the position, an Internal Application for Promotion or Transfer must be completed and received in Human Resources by the closing date. Applications for employees who have been in his / her position for less than 1 year must have Managing Director signature.