

## ENGINEER, PUBLIC UTILITIES

**SUMMARY:** Under general direction, acts as liaison with the Department of Public Utilities, manages and supervises the activities and coordinates the work of the engineering staff assigned to Public Utilities projects, responsible for the design and evaluation of water and waste water engineering issues; acts as liaison between the City, other municipalities, Palm Beach County and other utility providers in the vicinity of West Palm Beach; may perform related duties as assigned.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

**DUTIES AND RESPONSIBILITIES:** *(which are not in any hierarchical order)*

1. Operates as the direct liaison to the Public Utilities Department
2. Coordinates the development of and oversees capital improvement projects. Discusses and resolves project issues with appropriate staff and implements adjustments as necessary. Works across all boundaries to ensure full funding of projects is achieved.
3. Schedules employees, assigns work and monitors progress. Guides and develops employees in the accomplishment of duties.
4. Reviews the work of staff and ensures timely completion of projects within the established budget. Reviews and approves project change orders.
5. Provides administrative and technical direction to employees; writes and conducts performance evaluations and conducts disciplinary hearings.
6. Proposes and monitors staffing requirements and the hiring and training of qualified personnel.
7. Attends and participates in community meetings to provide information on projects, respond to questions or to resolve sensitive issues and complaints.
8. Participates in the development of Engineering Services Department's operating budget. Discusses and resolves budget issues with appropriate staff and implements adjustments as necessary.
9. Prepares project status report, financial reports, and budget reports to keep management informed on the activities.
10. Prepares responses to citizen, business, or contractor complaints regarding services or proposed and current projects.
11. Serves on various committees and boards to provide technical expertise and advise related to engineering, project design, and construction.
12. Performs related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of contract negotiations and consensus building.
- Knowledge of principles and techniques of management, supervision, budgeting, and project management.
- Knowledge of standards and specifications for design and construction of capital improvement projects.
- Knowledge of civil engineering basis such as math, science, plan preparation, and project design, blueprint reading.
- Knowledge of civil engineering associated with underground infrastructure, roadways, buildings, water and sewer plant functions.
- Knowledge of computerized systems and programs such as Excel, Words, PowerPoint, and Microsoft Project.
- Skills in public speaking.
- Skill in resolving conflicts amongst staff or with outside contractors.
- Skills in planning, coordinating, and scheduling multiple competing design and construction projects.
- Sills in analyzing complex issues and developing and implementing an appropriate response.
- Skills in responding appropriately to issues and concerns voiced by contractors and the community.

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- Skills in analyzing and evaluating information accurately, and in expressing ideas, clearly, when providing oral or written reports and recommendations.
- Skills in supervising the work of staff, contractors and consultants.
- Skills in using general office equipment such as computers, fax, copier, calculators, and telephone.
- Ability to manage multiple priorities from various customers and maintain a strong working relationship.
- Ability to adjust priorities and maintain work load across staff.
- Ability to interpret, negotiate, and monitor professional service and construction contracts.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves sedentary to light work in an office setting. There is occasional need to sit, talk or hear, stand, walk, reach with hands and arms and lift light items (up to 10 pounds). There is frequent need to talk or hear, use hands to finger, handle or feel. There is occasional need to perform work outdoors with exposure to weather conditions when performing on-site inspections of projects and perform other similar actions during the course of the workday. The City of West Palm Beach promotes and maintains a drug/alcohol free work environment through the use of mandatory pre-employment and random drug testing for certain employees.

**MINIMUM QUALIFICATIONS:** Bachelor's degree from an accredited college or university with a major in Civil Engineering, emphasis in Public Utilities or related field, and seven (7) years of working experience as an Engineer, or any equivalent combination of training and experience. Two (2) years experience a supervisory capacity for managing construction projects related to underground infrastructures, road construction, traffic, and roadway lighting, required.

Registration as a Professional Engineer in the State of Florida, required or the ability to obtain State of Florida registration within twelve (12) months of hire.

A valid driver's license from any state (equivalent to a State of Florida Class E) may be utilized upon application; with the ability to obtain the State of Florida driver's license within 30 days from day of appointment.