



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Utility Operations Engineer (Field Utility Engineer)	DEPARTMENT: Public Works
IMMEDIATE SUPERVISOR: Utilities Superintendent	GRADE/RANK: Grade 18
	FLSA/ESSENTIAL STATUS: Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Position performs intermediate professional work planning, directing and supervising all field utility construction and repair activities for water and wastewater utility systems. Position oversees and helps perform recurring preventative maintenance (RPM) activities on water/sewer lines and appurtenances; identifies safety concerns, and helps coordinate, plan, develop, and implement policies and procedures to provide a safe work environment.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Plans, directs, and supervises work requirements and activities for utility and technical service crews (comprised of crew supervisors, crew leaders, semi-skilled workers, and unskilled workers) in the maintenance, repair, and construction of water and sewer lines and appurtenances, including, but not limited to, water meters, vaults, valves, services, hydrants, manholes, cleanouts, pump stations, and storage tanks;
- Plans, directs, supervises, performs, and documents inspections and recurring preventative maintenance (RPM) activities for water/sewer lines and appurtenances, including, but not limited to, pipe inspections (CCTV, smoke, dye), manhole inspections, line cleaning, valve

exercising, hydrant testing (flushing, testing, inspection, maintenance), root control, grease control, and pest control;

- Maintains, updates, evaluates, and analyzes data and records for operational, construction and maintenance/repair activities;
- Reviews and evaluates system conditions and requirements to help identify, determine, design, specify, and bid future system projects, upgrades, and RPM program activities;
- Reads maps and plans and utilizes them in construction and maintenance operations;
- Identifies and corrects utility mapping changes, differences, discrepancies, and revisions;
- Plans, coordinates, directs, and supervises Utility Locator and VA811 requirements including communications and interactions with SCC and VA811;
- Ensures timely and complete communication on all activities with Superintendent;
- Ensures and maintains a safe work environment utilizing safety equipment and implementing safety standards and ensures compliance with all safety and environmental laws and regulations;
- Plans, directs, and conducts regular safety training sessions for crews on work practices and equipment and attends regularly scheduled departmental environmental and safety committee meetings;
- Ensures all construction and maintenance activities are performed and completed to City standards and specifications for the installation of all water and sewer lines (mains and services), associated utility infrastructure, and backfilling/compacting of utility division street cuts in preparation of patching by the street division;
- Plans, directs, makes, prioritizes, and adjusts work assignments to address staffing, operational, and supply needs;
- Provides excellent customer service and maintains a positive attitude in all interactions with the public, citizens, customers, City staff, and other stakeholders;
- Works with customers, contractors, and developers to ensure the quality and timeliness of all work activities and requirements;
- Follows the City personnel disciplinary policy for counseling employees and works collaboratively with Superintendent or Director on disciplinary and performance matters;
- Performs administrative functions including assisting in cost estimating, budget preparation, payroll, inventory, purchasing of materials, employee counseling, and conducting performance evaluations;
- Monitors and maintains inventory and orders parts, supplies and equipment, as needed, to ensure sufficient supplies are kept;
- Ensures all equipment and vehicles are serviceable and maintained;
- Participates in snow and ice removal operations;
- Performs on-call duties for after-hour emergencies and;
- Performs related tasks as required or assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Position requires thorough knowledge, skills, and abilities of various requirements, standards, and practices including, but not limited to, the following:

- Ability to communicate both verbally and written, and read in English to understand directions, procedures, and policies and ability to plan, direct, supervise, and communicate the same to others;
- Ability to conduct themselves with a high degree of maturity, integrity, and responsibility and to exhibit a positive and professional attitude while effectively dealing with the public, customers, contractors, City departments, local government, regulatory and agency officials, supervisors, co-workers, and staff;
- Thorough knowledge of municipal utility system design, construction, repair, and maintenance standards and practices;
- Thorough knowledge of applicable job-related hazards, health, regulatory, and environmental laws;
- General knowledge of the operation of heavy, medium, and light duty vehicles, equipment, power tools, and hand tools, and ability to instruct and train crew in same;
- Ability to prepare reports and utilize computer (software and hardware) in executing required work and maintaining/updating data and records for maintenance, operational, construction, and administrative activities;
- Ability to effectively and efficiently plan, direct, supervise, and assign work to staff and;
- Thorough knowledge of basic mathematics, utility maps, GIS, mechanical systems, pumps, hydrants, and related water and sewer system components and appurtenances.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Position requires Bachelor's Degree in Civil, Mechanical, or Environmental Engineering or related degree from accredited college or university. Position requires knowledge or ability to learn the design, construction, and operation of water and wastewater systems and facilities. Position requires proficient use or ability to learn MS Office software as well as system and facility work order software and personnel management software. Some experience (1 to 5 years) in the design, construction, or operations of water and wastewater systems and facilities is preferred. Virginia Engineer-In-Training (EIT) certification with the ability to obtain Virginia Professional Engineer (PE) certification within a four-year period is preferred. Supervisory and leadership experience is preferred.

SPECIAL REQUIREMENTS:

Position requires valid Virginia driver's license and good driving record acceptable to City standards. Position requires ability to work irregular schedules on an as needed basis, including

nights, weekends, and holidays. Position requires home or cell telephone. Position is subject to on call/call-backs for emergency assignments. Position is subject to pre-employment physical, drug test, driving record review, and criminal background review. Position is subject to annual driving record review. Position is subject to random drug and alcohol testing. Position is subject to potentially dangerous or hazardous work environments such as utility trenches, vaults, cross country easements, and roads, streets, and alleys.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

Position requires a mix of generally light office work in a typical environment, as well as strenuous work outside in all weather conditions such as snow, ice, rain, extreme heat, and extreme cold. Position is subject to possible contact with water, wastewater, vapors, hazardous materials, and blood-borne pathogens. Position is subject to other occasional adverse physical and environmental conditions such as noise, dust, fumes, uneven terrain, heights, and tight confines such as ditches, manholes, tanks, and vaults. Position requires frequent standing and walking. Position requires frequent sitting and use of computers or similar data collection devices. Position requires frequent exertion of up to 25 pounds of force and occasional exertion of up to 75 pounds of force (with operator or mechanical assistance) for lifting, carrying, pushing, pulling, twisting, climbing, stooping, bending, kneeling, crawling, reaching, grasping, and driving. Position requires frequent repetitive tasks using gross and fine motor skills for hands and feet (operating buttons, keyboards, clutches, levers, and knobs). Vocal communication and hearing is required for expressing or exchanging information and instructions by means of the spoken word. Visual acuity is required for operation of machines, observing surrounding areas, activities, and ensuring safe traffic conditions.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Position supervises approximately 15 to 20 full time positions including the utility field crews (Field Crew Supervisor and staff), technical services crews (Technical Services Supervisor and staff), and Utility Locator. Position plans, directs, controls, and supervises all field utility construction, repair, and maintenance activities. Position ensures staff compliance with all applicable laws, regulations, and requirements including, but not limited to, OSHA, MUTCD, DEQ, DCR, and VDH. Position ensures staff compliance with City and Departmental policies. Position performs annual evaluation of staff using City Performance and Evaluation Form.

EXAMPLES OF EXPECTED DECISION MAKING:

Position requires ability to analyze operational data and situations to ultimately decide on best course of action. Examples could include the following:

- Determines if shoring is required for certain excavations;
- Determines when to turn water lines on/off in making repairs, evaluates the resulting impact of turning the valves, and takes appropriate action to minimize impacts;
- Prioritizes work for scheduling, assigning manpower, equipment resources, and material, occasionally while faced with limited manpower, equipment, or resources;
- Adjusts planned work, as needed, depending upon immediate weather changes or longer term seasonal influences;
- Communicates problems, ideas, and solutions to Superintendent and;
- Provides direction, coaching, counseling, and leadership to staff.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Utility Operations Engineer will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Director of Public Works and Chief Human Resources Officer

Revised Date: 2019