

UTILITIES ENGINEER
Valparaiso City Services
Valparaiso, Indiana

Description:

Opening Date: July 12, 2021
Closing Date: Open until Filled
Position: Utilities Engineer
Department: Utilities
Type: Full Time Position
Reports to: Exec. Director of Public Works and Utilities

Position Description:

Incumbent serves as Utilities Engineer for the Valparaiso City Services responsible for performing administrative and professional engineering support to the VCS and Executive Director.

Essential Duties:

- In-house project design and drafting for VCS projects (water, sewer, storm, road), includes surveying, residential and commercial plan review. Assesses plans and specifications in accordance with City, utility, stormwater management and industry standards.
- Provides review and comments to proposed City Projects as they relate to utility infrastructure.
- Manages and helps implement the utility long-range capital improvement program (CIP). Aids in capital project planning and assessment for VCU's aging infrastructure. Recommends projects for inclusion in the annual capital budget to support the CIP and Asset Management Program.
- Reviews and completes all VCU project, railroad, water notices of intent, IDEM, Army Corp of Engineers, water quality SWPPP plans and permits.
- Aids in project management and inspection when necessary due to department project load.
- Analyzes known VCU infrastructure problem areas and works with VCU/City managers to problem solve and develop solutions for repair/replacement.
- Assists in managing and developing utility service area expansion based on VCU utilities master and strategic plan.
- Coordinates utility planning with other city agencies to meet city policy objectives.
- Oversees utility construction staff to resolve construction-related issues and ensure compliance with designs and regulations.
- Certifies designs and reports as a licensed professional engineer.
- Assists in advertising for, review of, selection and management of consultants as needed to complete complex tasks.
- Acts as project manager on complex utility facility construction projects.
- Coordinates or delegates work with other city, county and state agencies
- Attends, participates, and presents in Board and Commission meetings.

I. Knowledge And Skills:

- Baccalaureate Degree in Civil Engineering, and five (5) years' experience in civil engineering design and/or management, preferably with a municipality and/or consulting engineer. Experience in analyzing plans and providing designs for roads, streets, drainage, sewers, water main, grading and specifications preferred.
- Registered Professional Engineer in the state of Indiana is preferred.
- Must be at least 21 years of age.
- Ability to meet all hiring requirements including passage of a drug test.
- Thorough knowledge of civil engineering principles, practices, and planning and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations including sewer, water and storm water management, budgeting, public speaking, designing, and interpreting data.
- Thorough knowledge of surveying techniques and principles to obtain data, break-down data, and evaluate the information.
- Working knowledge of operating surveying equipment including total station, level, theodolite, tape, and magnetic locator.
- Working knowledge of operating computer and peripherals and Microsoft software in the preparation of correspondence, detailed reports, and databases.
- Thorough knowledge of Auto CAD for the preparation of engineering plans and maps; water, sewer, and storm design and infrastructure, road projects.
- Ability to supervise assigned staff including providing training, establishing work goals, and keeping supervisor and assigned staff informed of organization developments.
- Ability to comply with all employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
- Ability to provide public access to or to maintain confidentiality of department information and records according to State requirements.
- Ability to effectively communicate orally and in writing with co-workers, other County/City departments, members of Valparaiso City Utilities, and the public including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
- Ability to understand, memorize, retain, read, and carry out written or oral instructions and present findings in oral or written form including construction drawings.
- Ability to work on several tasks at the same time and work rapidly for long periods often amidst frequent distractions and interruptions.
- Ability to analyze options/alternatives and make timely decisions.
- Ability to operate a variety of standard office equipment, including various computer systems and software, calculator, fax machine, scanner, copier, telephone, and printer.
- Ability to plan and execute assigned work projects alone with minimum supervision and with others in a team environment.
- Ability to calculate and monitor department budget, including ability to count and make simple arithmetic additions and subtractions.
- Ability to read/interpret detailed prints, specifications, maps, layouts, and sketches.

- Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.
- Ability to present public speaking presentations as needed.
- Ability to occasionally work extended and/or evening hours and travel out of town for continuing education, sometimes overnight.
- Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. Difficulty of Work:

Incumbent performs a broad range of duties involving complex and complicated considerations and problems. Incumbent operates within very general guidelines and rules which require adaptation to address specific cases and circumstances.

III. Responsibility:

Incumbent applies clear guidelines and instructions to specific situations, relying on standard departmental practices and procedures. In the absence of these specific policies and procedures decisions will be made under the guidance of the supervisor. Work is reviewed primarily for attainment of objectives, technical accuracy and soundness of judgment. Errors are detected and prevented through supervisory review and design reviews. Undetected errors may result in loss of money or inconveniences to other agencies or the public.

IV. Personal Work Relationships:

Incumbent maintains frequent contact with a variety of individuals, including co-workers, other County/City departments, members of Valparaiso City Services, and the public for the purposes of supervising/training staff, rendering service, and resolving problems.

Incumbent reports directly to Executive Director of Public Works & Utilities.

V. Physical Effort and Work Environment:

Incumbent performs duties in a standard office environment and in the field, involving sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing up to 50 pounds, hearing sounds/communication, handling/grasping/fingering objects, keyboarding, driving, speaking clearly, bending, reaching, close/far vision, depth perception, working in extreme hot or cold temperatures, walking on uneven terrain, wearing protective clothing or equipment.

Incumbent occasionally works extended hours and weekends and travels out of town for seminars and continuing education, sometimes overnight.

How To Apply:

Mail, fax, or email cover letter and resume to VCS Human Resources.

Peggy Busse

Exec. Administrative Assistant/Human Resources

Valparaiso City Services

205 Billings Street

Valparaiso, IN 46383

FAX (219) 462-9041

pbusse@valpo.us

The City of Valparaiso does not discriminate in its employment decisions on the basis of race, color, religion, gender, age, genetic information, disability, national origin, ancestry, veteran status or any other characteristic protected by law.