

**POSITION DESCRIPTION  
CITY OF ELKHART PUBLIC WORKS AND UTILITIES**

**POSITION:** Utility Engineer  
**DEPARTMENT:** Engineering  
**WORK SCHEDULE:** 8:00 a.m. – 5:00 p.m., M-F  
**JOB CATEGORY:** EXE (Executive)

**DATE WRITTEN:** March 2018  
**DATE REVISED:** December 2018

**STATUS:** Full-time  
**FLSA STATUS:** Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Elkhart Public Works and Utilities provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Utility Engineer for the City of Elkhart Public Works and Utilities, responsible for supervising and managing assigned staff, participating in strategic planning for utility and infrastructure needs, overseeing all phases of the construction process, and overseeing the inspection of all utility and infrastructure projects.

**DUTIES:**

Supervises and manages assigned staff, including analyzing staff workload, reviewing position documentation, interviewing candidates and making hiring decisions, orienting subordinates, planning, delegating, and controlling work assignments, establishing specific work goals, training/developing/motivating assigned staff, evaluating performance, maintaining discipline and recommending corrective action, and communicating and administering personnel policies and procedures.

Initiates and designs Utility and Drainage projects in conjunction with citizens and elected officials, including considering the proposed project and seeking funding and permission, setting scope and limits, calculating the costs, initiating and beginning the design, meeting with parties affected by project in conjunction with Inspector, finalizing the design and drawings, and creating specifications and bid package. Ensures that all designs developed are in accordance with all local, state, and federal laws and regulations.

Coordinates project bidding process, including advertising project, coordinating receipt of bid packages with Board of Works, reviewing bids and making recommendations to Board of Works, ensuring that all bids are in accordance with local and state law for work performed by private contractors.

Manages preconstruction phase of project, including obtaining contract signatures, bonds, insurance, developing schedule, and participating in public outreach meetings, answering

technical questions of City Offices, contractors, and the public in person, by telephone, and through letters.

Oversees the construction of Utility projects in conjunction with Inspector, including managing project appropriations and budget, resolving issues, evaluating Change Orders and making recommendations to Board of Works, finalizing pay applications, and overseeing billing and services performed.

Oversees the final inspection of the project in conjunction with the Inspector.

Utilizes available and cost effective technology tools to conduct utility planning studies, including, but not limited to, GPS, GIS, and computer models that simulate drainage systems, drinking water systems, and wastewater systems, such as SWMM, and EPANET.

Coordinates with Engineering Services Director and GIS/Records Manager on asset management database development that includes all environmental infrastructure fixed assets, and conducts life cycle analyses for use in capital planning.

Oversees development and implementation of Standard Operating Procedures for efficient operation of the Public Works Department, including field data collection procedures, permit issuance procedures, and inspection procedures.

Interacts and communicates with other local governmental planning organizations to ensure appropriate planning models are applied when intercity and County areas are impacted, or influenced by City's master planning objectives.

Reviews private development plans for City approval.

Completes permits for excavation, utility connections, water, sewer, and other public works items.

Assists GIS and Records Manager in maintenance and upkeep of the Records Management System.

Assists City Engineer in preparing annual capital improvement plan for review, evaluation, and approval by Elkhart Common Council and Board of Public Works.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS:**

Bachelor's Degree from an accredited university or college in civil engineering with minimum four (4) years previous experience in related field.

Ability to obtain and maintain Professional Engineering License.

Must be at least 21 years of age.

Ability to meet all employer hiring requirements, including passage of a drug test.

Working knowledge of standard office procedures and computer software applications used by the department, with ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence and detailed written reports.

Knowledge of standard filing systems and ability to create and maintain Department files.

Ability to supervise and manage assigned staff, including analyzing staff workload, reviewing position documentation, interviewing candidates, making hiring decisions, orienting new subordinates, planning, delegating, and controlling work assignments, establishing specific work goals, training/developing/motivating assigned staff, evaluating performance, maintaining discipline and recommending corrective action, and communicating and administering personnel policies and procedures.

Ability to properly operate standard office equipment, including computer, calculator, copier, scanner, telephone, camera, and cell phone.

Ability to perform arithmetic, algebraic, and geometric calculations.

Ability to coordinate, place, make determinations, and take action based on data analysis.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other City departments, Elkhart County Engineering department, Indiana Department of Transportation, Indiana Department of Environmental Management, Federal Environmental Protection Agency, contractors, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods often amidst frequent distractions and interruptions, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work extended hours, evenings, weekends, and travel out of town for training events and conferences, sometimes overnight.

Possession of a valid Indiana driver's license, and demonstrated safe driving record.

## **II. DIFFICULTY OF WORK:**

Incumbent's duties are somewhat restricted in scope, but are of substantial intricacy, involving many variables and considerations. Incumbent exercises independent judgment in ensuring compliance with state and local codes and standard practices of the profession in designing and managing projects.

## **III. RESPONSIBILITY:**

Incumbent receives general supervision, with purpose and desired results indicated. Incumbent makes recommendations based on department policies and accepted engineering standards, discussing unprecedented situations with supervisor as needed. Decisions and work product are reviewed for soundness of judgment, attainment of objectives, and technical accuracy.

## **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other City departments, Elkhart County Engineering department, Indiana Department of Transportation, Indiana Department of Environmental Management, Federal Environmental Protection Agency, contractors, and the public, for purposes of supervising assigned staff, and rendering service and executing policies.

Incumbent reports to the City Engineer.

## **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, involving driving, lifting/carrying objects weighing up to 50 pounds, handling/grasping objects, keyboarding, speaking clearly, close/far vision, color perception, hearing sounds/communication, sitting for long periods, and sitting and walking at will on uneven terrain. Incumbent works near fumes and odors, in a noisy environment, when inspecting construction sites. Incumbent spends the majority of time working on computers; however, at times there will be some field work that may require work outside in all kinds of weather and exposure to potential dangers of traffic. Incumbent may respond to situations involving potential physical harm to self and others, and may work with or be exposed to irate/hostile individuals in course of inspections.

Incumbent is regularly required to work extended hours, evenings, weekends, and travel out of town for training events and conferences, sometimes overnight.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Utility Engineer describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name