



## City of Irving Job Description

### Utilities Operations Engineer

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<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	Water Utilities
<b>Job Code:</b>	36041	<b>Reports To (Job Title):</b>	Utilities Engineering Manager

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#### PURPOSE

To perform professional engineering work in the design, investigation, and construction of public works and related projects. To perform a variety of technical tasks relative to assigned area of responsibility.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Serve in the role of a design engineer, project manager, and construction manager for various projects.
- Support the private development review team by attending pre-development meetings, technical review committee meetings and reviewing water utilities aspects of private plan submittals.
- Oversee updates to standard details, specifications, approved products and forms for the Water Utilities Department.
- Conduct project meetings including engineering scoping meetings, engineering design progress meetings, construction pre-bid meetings and construction progress meetings.
- Prepare project contracts and design drawings for a variety of capital improvement projects including water, wastewater and related water and wastewater facilities.
- Manage engineering consulting contracts associated with construction design and system studies for the Water Utilities Department including review of plans, specifications, contract documents and technical reports.
- Identify needs for additional right-of-way or easements for projects.
- Oversee the construction phase of water utilities projects, including submittal review, review of monthly estimates and schedules, writing and negotiating change orders, and leading field inspections.
- Coordinate multiple aspects of the construction process, including citizen inquiries, the relocation of utilities, investigating problems in the field, and negotiating prices with engineers and contractors for additional services
- Supervise, instruct, and train water utilities staff involved in project design, plan review and inspections for projects and day-to-day work.
- Assist the general public and private contractors with questions and comments.
- Use GIS system to retrieve utility and property information.
- Ensure GIS properly reflects new installations.

#### OTHER DUTIES AND RESPONSIBILITIES

- Respond to Citizen requests and meet with citizens as needed.
- Provide technical support to field staff regarding operations and maintenance.

- Support management staff in addressing regulatory requirements.
- Related duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 203 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

Responsible for estimating proposed design and construction costs.  
Reviews monthly design and construction pay estimates.  
Budget responsibility is approximately \$5 million but is highly variable.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Bachelor's Degree (B.S.) from accredited four year college or university in Civil Engineering.

### **EXPERIENCE**

- Six (6) years of civil engineering experience, with at least two (2) years as a professional engineer.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate, valid Texas Driver's license, or the ability to obtain one, may be required.
- Texas Professional Engineering License

### **KNOWLEDGE OF**

- Design: Advanced/complex design techniques, principles of surveying, tools, and instruments involved in the production and use of precision technical plans, drawings, and models.
- Building and Construction: Materials, methods, laws and the appropriate tools needed to construct infrastructure, utility systems, structures, and buildings.
- Computers and Electronics: Proficient in the use of Microsoft Outlook, Word, Excel and PowerPoint.
- Regulations: Federal, state, and municipal restrictions, laws, and ordinances that govern the planning and ongoing management of a project.
- Construction Contract Management: The principles involved in managing projects such as: bidding, Requests For Information, shop drawings, negotiating change orders with contractors and documenting field changes.

## **SKILLS AND ABILITIES IN**

- System Analysis (with Problem-Solving Focus): Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- System Evaluation: Identifying measures or indicators of system performance and the actions needed to improve or correct performance relative to the goals of the system.
- System Perception: Discerning when important changes have occurred, or likely will, in a system.
- Computers and Electronics: Using City's work order system, private development review system and City network.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do assigned work.
- Interactive Presentation: Effectively presenting information and responding to questions in writing or orally to various groups including City Council, directors, managers, technical and non-technical staff and the general public.
- Analysis and Complex Problem-Solving: Applying advanced mathematical concepts, analyzing very complex problems, identifying alternate solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.

## **GUIDANCE RECEIVED**

### **General Standards**

A range of professional standards and methods guide completion of assignments and decisions made. Adherence to policy, City procedures and general supervisory direction is expected. Position incumbents are responsible for making recommendations about changes to methods, procedures and policies and helping to implement changes.

## **CONTACTS**

Frequently interacts with departments such as Water Utilities, Traffic, Parks & Recreation, Police, Fire, Code Enforcement, Building Inspections, Real Estate Services, and Information Technology. Often will interact with outside agencies such as Dallas County, DART, TxDOT, City of Dallas, Trinity River Authority, North Texas Municipal Water District, Upper Trinity Regional Water District, franchise utilities, engineering firms, adjacent cities, neighborhood and homeowners' associations, and residents.

## **EQUIPMENT AND PROPERTY**

Laptop, plotters, fax, printers, calculators, cell device, digital camera and automobile.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee constantly is required to listen, see, stand, and/or talk. Frequently, s/he is required to drive a vehicle, sit, and/or walk. S/he occasionally is required to carry and/or lift up to 10 pounds. Rarely, s/he is required to balance, pull, push, and/or reach.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee occasionally is exposed to a dirty environment, extreme temperatures or weather conditions, and/or noise. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment is usually moderate.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.