



## AGENDA REPORT

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**Date:** April 18, 2017

**To:** City Manager for Council Action

**From:** Director of Human Resources

**Subject:** Approval of the Revised Job Description and Title Change from Senior Project Engineer to Utility Operations Engineer

### EXECUTIVE SUMMARY

The City is requesting a job classification title change from Senior Project Engineer to Utility Operations Engineer as well as a job description revision for this classification. This classification is a management position in the unclassified service, and is responsible for overseeing engineering and staff assignments regarding project and construction management of various projects related to water or sewer utilities. An incumbent in this classification performs basic and advanced engineering assignments on a wide range of water, recycled water, and sewer utility projects; exercises independent judgment and discretion; will manage, control, direct and provide leadership and supervision to professional, technical, and/or other employees of the City, consultants, and contractors; and formulates administrative policies for the effective use of assigned personnel.

The job description incorporates the expectation for the incumbent to adhere to the City's Code of Ethics and Values, and demonstrate strong professional and service-oriented leadership. In addition, this position is "at will" in the City's unclassified service and the incumbent serves at the discretion of the City Manager.

### ADVANTAGES AND DISADVANTAGES OF ISSUE

Approval of the revised job description and title change will provide an updated job description. There are no disadvantages.

### ECONOMIC/FISCAL IMPACT

There is no economic or fiscal impact to the City in approving the revised job description and title change, other than administrative staff time and expense.

**RECOMMENDATION**

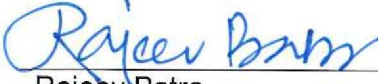
That the Council approve the revised job description and title change from Senior Project Engineer to Utility Operations Engineer.



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Elizabeth C. Brown  
Director of Human Resources

APPROVED:



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Rajeev Batra  
Interim City Manager

*Documents Related to this Report:*

- 1) *Revised Job Description for Utility Operations Engineer*

**CITY OF SANTA CLARA, CALIFORNIA**  
**UTILITY OPERATIONS ENGINEER**

(Unclassified)

(155)

**EDUCATION AND EXPERIENCE**

**Minimum Requirements**

- Education and Experience equivalent to a Bachelor's Degree in Civil Engineering from a college or university that is accredited by the Accreditation Board of Engineering and Technology (ABET); and
- Four (4) years of increasingly responsible professional experience, including construction project management experience, in one or more of the following fields: water distribution and wastewater conveyance (including pumping and pump controls), telemetry, and pipeline or pump station construction management, three years of which were obtained after registration and two of which have been as an engineer in a supervisory capacity.

**Possible Substitutions**

A Master's Degree in any branch of Civil Engineering from an accredited college or university may be substituted for up to one (1) year of the required work experience.

**Desirable Qualifications**

- A Collections Systems Operations and Maintenance Certification Grade 2 or higher is highly desirable.
- A Distribution Certification Grade 3 or higher is highly desirable.

**LICENSES& CERTIFICATION**

- Possession of a valid California Class C driver's license is required at time of appointment and for duration of employment.
- Possession of a valid Certificate of Registration as a Civil Engineer issued by the California Board for Professional Engineers, Land Surveyors, and Geologists is required at time of application.
- Pipeline Assessment and Certification Program (PACP) certification must be obtained from National Association of Sewer Service Companies (NASCO) within one year of appointment.

**DISTINGUISHING CHARACTERISTICS**

This is a management position in the unclassified service responsible for overseeing engineering and staff assignments regarding project and construction management of various projects related to water or sewer utilities. An incumbent in this classification performs basic and advanced engineering assignments on a wide range of water, recycled water, or sewer utility projects; exercises independent judgment and discretion; will manage, control, direct and provide leadership and supervision to professional, technical, and/or other employees of the City,



## UTILITY OPERATIONS ENGINEER (continued)

consultants, and contractors; and formulates administrative policies for the effective use of assigned personnel.

As a member of the City's Unclassified Service, this is an "at-will" position. The incumbent serves at the discretion of the City Manager. An incumbent in this classification: demonstrates strong ethical, professional and service-oriented leadership and interpersonal skills, sets a good example and correctly applies the tenets of the City's Code of Ethics and Values.

### TYPICAL DUTIES

Duties may include, but are not limited to the following:

Under general direction:

- Prepares and manages preparations of engineering designs, plans, specifications, contractual documents, cost estimates, and recommendations for a variety of utility construction, rehabilitation and maintenance projects, including but not limited to pipelines, pumps, engines, emergency power generation equipment, control systems, groundwater wells, booster pump stations, sewer pumping stations, sanitary sewer siphons, manholes, pipelines, water mains, valves, hydrants and potable water storage tanks;
- Reviews plans and specifications;
- Manages utility construction projects, schedules, contract administration, public relations, and inter-utility and inter-agency coordination;
- Represents the Water or Sewer Utilities in community, other public agencies and professional meetings;
- Assists in the development and implementation of the goals, objectives, policies, and priorities of the City's Water or Sewer Utility;
- Compiles and produces reports on water or sewer related topics;
- Prepares and administers grant funding applications and reports;
- Supervises the management and maintenance of engineering records and drawings;
- Conducts studies and analyses of engineering projects or problems, and prepares technical reports on matters of public interest, including City infrastructure planning activities, maintenance programs, projects related water and sewer facilities;
- Prepares and relays request for proposals and consultant contracts for various projects including, but not limited to, water projects, sewer projects, environmental issues and studies;
- Drafts, reviews and edits City Council agenda reports and engineering reports;
- Collaborates with customers, the public, and City personnel on matters pertaining to repair, replacement or rehabilitation of water distribution or sewer collection systems;
- Confers with the Division Manager, Principal Engineer, and the Assistant Director of Water and Sewer Utilities on the development of budgets;
- Inspects and/or directs the inspection of improvements relating to service problems and confers with other department and agencies on utility related matters;
- Manages the installation, repair and disinfection of water mains;
- Oversees the flushing, cleaning, disinfection and rehabilitation of water wells;
- Facilitates the draining, cleaning, disinfection and maintenance of distribution reservoirs;
- Delivers technical information to other City departments and to the general public;

## UTILITY OPERATIONS ENGINEER (continued)

- Monitors the progress of projects and ensures that projects are completed on-time and within budget;
- Supervises and trains other professional or paraprofessional engineering personnel; and
- Performs other related duties as assigned.

### KNOWLEDGE, SKILLS, AND ABILITIES

#### Knowledge of:

- Principles and practices of civil engineering as applied to the planning, design, construction, maintenance, and operation of either public water systems or sewer collection systems;
- Hydraulics of open channel and pipe flow, pumps, controls, and hydraulic systems,
- Regulations of potable and recycled water quality;
- Economic analysis;
- Hydrology;
- Project and construction management;
- Construction inspection;
- Federal, State and local laws, codes, ordinances, regulations, and policies pertaining to Water and Street Utilities;
- Computer applications (e.g., Microsoft Office Suite, project management software, scheduling tools, computer-aided design (CAD) with civil engineering modules and geographic information system (GIS);
- Report writing and specification writing;
- Principles of management, supervision, training and performance evaluation;
- Principles and practices of environmental and office safety practices and Cal-OSHA requirements;
- The preparation and review of plans, specifications, cost estimates, surveys, and engineering reports for public works and municipal water and sewer utilities; and
- Pipeline rehabilitation techniques, including cured in place liners, slip lining, chemical grouting and pipe bursting.

#### Ability to:

- Read interpret, and apply laws, codes, ordinances, regulations, and policies governing water, sewer, and recycled water utilities;
- Effectively communicate, interact, and maintain effective working relationships with the public, other agencies, and staff;
- Prepare and make public presentations;
- Understand and use administrative and engineering computer applications and software (e.g., project management software, Access, Excel, PowerPoint, Outlook and Word, computer-aided design and drafting (CADD) with civil engineering modules, and GIS);
- Use drafting and survey instruments, and other engineering aids;
- Operate personal computer, plotter, and other standard office equipment;
- Understand and carry out technical instructions;
- Make accurate engineering and cost computations;
- Supervise the work of others;
- Construct clear, concise, accurate, and logical written and oral reports;



## **UTILITY OPERATIONS ENGINEER (continued)**

- Make sound decisions in a manner consistent with the essential job functions;
- Work in a team-based environment and achieve common goals;
- Effectively handle multiple priorities, organize workload and meet strict deadlines; and
- Bend, stoop, reach, carry, climb and lift as necessary to perform assigned duties.

### SUPERVISION RECEIVED

Works under the general direction of the Principal Engineer or Division Manager as assigned.

### SUPERVISION EXERCISED

May supervise and/or train professional, paraprofessional, and other staff as assigned.

### OTHER REQUIREMENTS

- May be required to work odd and unusual hours, weekends and shift work in the performance of duties in emergency situations and to be available on an “on-call” basis as assigned to perform the duties of this classification; and
- Must be able to perform all of the essential functions of the job assignment.

### CONFLICT OF INTEREST

Incumbents in this position are required to file a Conflict of Interest Statement upon assuming office, annually, and upon leaving office, in accordance with City Manager Directive 100.