



SPRINGFIELD UTILITY BOARD

Job Description

TITLE: Civil Engineer 1 - 3 – WSC

STATUS: Exempt / Non-union

REPORTS TO: Director of Water Engineering and Operations

RANGE: 22– 27 – 31

POSITION SUMMARY: The Civil Engineer 1 – 3 position is responsible for engineering, drafting and planning of water system facilities. The work includes, but is not limited to, the preparation of RFP or QBS contracts, designs, reports, layouts and estimates for the installation and maintenance of water system facilities, project management and other civil engineering work. The work demands some independent judgment and creativity. Assignments and results, beyond the Delegation of Authority limits, are reviewed by the Division Director or his/her designee. Work performance is evaluated for cost effectiveness, creativity, quality, timeliness and ability to work well with others. This position also provides technical support to the Engineering Technicians. With experience, this position will work relatively independently on projects of major complexity and scope with considerable latitude. Performs other duties as assigned.

MAJOR RESPONSIBILITIES

Essential Functions

1. Supports and models behavior to promote the Mission and Core Values of SUB to staff and customers.
2. Develops and maintains professionalism and effective teamwork in the performance of job duties.
3. Maintains reliable and predictable attendance.
4. Prepares, reviews, or approves (*within Delegation of Authority*) designs for facilities installation to conform to the construction standards of SUB and Oregon Health Authority rules.
5. Performs bid preparations, analysis and recommendations for award of contracts.
6. Reviews tests and inspections. Makes recommendations to ensure compliance with specifications.
7. Interfaces on projects with other agencies to ensure coordination and efficiency. Represents SUB at public meetings and other public forums.
8. Assists in planning studies on distribution, transmission and production facilities for the ten year plan.
9. Serves as project manager for projects, which includes timely completion of drawings, purchasing of materials, monitoring and inspection of construction and documentation.
10. Works with engineering consultants and contractors on engineering projects.

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11. Assists in long-term water system planning studies, which may include documents and reports.
12. Works with customers, developers and the general public to meet their requirements for products or services.
13. Develops and/or modifies special reports.
14. Provides a positive, inspiring and motivating work environment with co-workers.
15. Maintains confidentiality of organizational and staff information.
16. Performs special projects as assigned by the Director or his/her designee.
17. Maintains valid Oregon driver's license and good driving and safety record.

Marginal Functions

18. Serves as an engineering resource within the division and departments for day-to-day feedback on process and design questions.
19. Works with accounting and completes job closings and standard/retirement costs for the Division each year.

Given the dynamic and challenging environment of the utility industry and our mission to provide exceptional service to our internal and external customers, additional duties and responsibilities, other than those listed in this job description, may be assigned (contingent on labor agreement provisions, if applicable). Your supervisor will communicate these changes either formally or informally, verbally or in writing.

Attributes

SUB strives to promote a safe, positive and caring work environment. In addition to the above qualifications, the following attributes are essential to be a successful employee at SUB:

- Being committed to SUB's Mission and Core Values
- Complying with safety practices and policies
- Being professional, honest, courteous and respectful to others in your conduct
- Being responsive to suggestions to improve performance
- Being flexible to adapt to a changing work environment
- Performing as a productive team member
- Being accountable for your own performance, behaviors and contributions
- Taking the initiative to accomplish your responsibilities to the best of your ability

These qualities in our employees ensure that working at SUB is motivating, fun and enjoyable while performing a valuable service to our utility and community.

OTHERS SUPERVISED

- None

MINIMUM QUALIFICATIONS

Experience

- Three years of progressive experience in water systems design, project management or related water engineering work
- An Engineer in Training (EIT), Fundamentals of Engineering (FE), or an equivalent certification given by the State Licensure Board for engineers is required
- Movement through the three classifications of Civil Engineer 1 – 3 is based on satisfactory performance, years of service and licensure as follows:
 - A Civil Engineer 2 is required to have an Oregon Professional Engineer (PE) license
 - A Civil Engineer 3 is required to have an Oregon Professional Engineer license with five years water engineering experience in which two years experience must be as a PE

Knowledge, Skills & Abilities

- Practical experience with hydraulic modeling of water system and proficient in AutoCad
- Work on multiple assignments and use resources to complete projects on deadlines and within budget
- Self-starter and team player with excellent customer service skills
- Communicate effectively orally and in writing
- Proficient in the use of Microsoft Office Word, Excel, PowerPoint and Access software
- Excellent organizational and project management skills to manage multiple projects, contracts, schedules and meet deadlines
- Ability to understand technical information and interpreting maps and construction plans

Education

- High school diploma or equivalent
- Bachelor's degree in civil engineering or equivalent training and experience

PHYSICAL AND MENTAL REQUIREMENTS

- **ALERTNESS & CONCENTRATION:** Maintains full alertness and concentration at all times while working alone or with co-workers.
- **ABILITY TO DEAL WITH STRESS:** Makes decisions quickly and calmly in stressful situations. Thinks and reacts quickly if accidents occur. Interacts well with co-workers. Able to coordinate and direct many jobs/tasks.

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- **VISION:**
 - Far visual acuity:** Sees adequately to drive a vehicle.
 - Near visual acuity:** Reads small print on maps, plans, labels, reports, numerous other written documents and computer screens.
 - Peripheral vision/depth perception:** Maintains full field of vision in all directions to assess proximity to construction hazards, holes, traffic, co-workers, movements of equipment, or objects falling from above.
 - Color vision:** Judges red, green and yellow traffic lights adequately to drive on highways.
 - Night vision:** Maintains the visual abilities listed above when working at night and in poor light and inclement weather conditions.
- **HEARING:** Hears spoken conversation well and on telephone despite heavy background noise from traffic, construction equipment, rain or wind, and when visual signals cannot be used. Hears adequately to operate a two-way radio.
- **SPEECH:** Speaks loudly and clearly enough to be accurately understood when speaking to a co-worker, or when up to 100 feet away from a co-worker despite heavy background noise from traffic, construction equipment, rain or wind, and when visual signals cannot be used. Speaks clearly communicating by two-way radio.
- **STANDING:** The worker stands on the job a very short period of time. The worker may actually be on their feet for longer periods of time, but maneuvers around the work site at intervals.
- **SITTING:** Worker sits on a variety of vehicle seat types and office furniture. May spend up to an eight-hour shift sitting.
- **WORKER MOBILITY:** Can change positions frequently, in and out of vehicles and in and out of holes/trenches using ladders and not using ladders, which requires full body bending and/or twisting and/or lifting. At times on knees and bent over. Must be able to operate manual transmission.
- **WALKING:** Rarely walks one to two miles at a time on uneven ground. More common maximum distance walked is 1/8 to 1/4 miles. Total walking per shift is 0-15 percent. Walking occurs in slippery conditions, in mud, on rocks, and on uneven ground.
- **LIFTING/CARRYING:** 0-10 lbs. - often; 11-20 lbs. - occasionally; 21-50 lbs. - occasionally.
- **PUSHING/PULLING:** Pushing/pulling materials and equipment from trucks or within office. Pushing /pulling may be done while bent over.
- **REACHING/HANDLING:** Occasionally works at full extent of his/her reach. Writes information and draws diagrams. Uses 10-key, data entry, computer, opens envelopes, uses telephones, radios, etc.

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- **TWISTING:** Rotates head fully to both sides to observe equipment and co-workers while maintaining body in awkward positions. Some twisting is required when lifting items or handing items to fellow workers.
- **CLIMBING:** Climbs stairs. Climbs hills and walks over uneven ground. Climbs in and out of trucks.
- **CRAWLING:** Not usually required.
- **ENVIRONMENTAL FACTORS:** Performs a variety of non-strenuous tasks outside with temperatures varying from below zero to over 100 degrees, sometimes in rainy, windy, snowy or icy conditions. Exposed to occasional noise from traffic construction, heavy equipment near construction sites, jack hammers, power saws, and tamps. Hearing protection is provided. Works occasionally in ditches of various depths and widths. Works inside shoring when required. Exposed to chemicals (primarily through skin contact or inhaling) glue toner and disinfectant. Exposed to numerous types of pollen, depending on location, season or climatic conditions. Bee/wasp stings, animal bites or poison oak may also occur. Exposed to some petroleum products used for maintenance of trucks and trailer.
- **PRODUCTS AND MATERIALS:** Toner for copier and printer, lumber, bolts, plastic and metal pipe/fittings.
- **MACHINES/TOOLS/EQUIPMENT:** Uses computer, fax, copier, phone, two-way radio and other office equipment.

Revised: June 1, 2016