



## SPRINGFIELD UTILITY BOARD

### Job Description

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**TITLE:** Senior Civil Engineer - WSC

**STATUS:** Exempt / Non-union

**REPORTS TO:** Director of Water Engineering and Operations

**RANGE:** 35

**POSITION SUMMARY:** The Senior Civil Engineer position is responsible for professional engineering work involving the planning of water system facilities and the preparation of designs, reports, layouts, other civil engineering work, estimates and scheduling for the installation and maintenance of water system facilities and other civil engineering work. The work demands considerable independent judgment, initiative and creativity. Assignments and type of results are described in broad terms. Work performance is evaluated for cost effectiveness, creativity, quality, timeliness and ability to work well with others in a lead or support capacity. 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. Demonstrates and models exemplary leadership to all employees.
5. Contributes to a positive, inspiring and motivating work environment for coworkers.
6. Supports, coaches and counsels coworkers to ensure a productive and efficient team environment.
7. Provides opportunities for challenging and meaningful responsibilities to coworkers to ensure their on-going development and success.
8. Prepares or reviews system designs for facilities installation.
9. Coordinates and schedules projects with others to ensure timely completion of drawings and purchasing of materials.
10. Performs engineering bid preparation, analysis and recommendations for award of contracts.
11. Approves tests and inspections to verify compliance with specifications.
12. Recommends improved procedures and techniques for WSC division operations.

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13. Performs long-term water system planning studies.
14. Prepares planning documents and reports.
15. Acts as project manager for designated projects.
16. Works with customers, developers and general public to meet their requirements for products or services. Represents SUB at public meetings, Board presentations and other public forums.
17. Participates in the development and fiscal responsibility for WSC by participating in the preparation of and operating with an approved annual budget for each assigned task.
18. Maintains confidentiality of organizational information.
19. Maintains a valid Oregon driver's license and good driving and safety record.
20. Performs special projects as assigned.

### ***Marginal Functions***

21. Verifies electronic database for water facilities
22. Provides training classes in technical subjects for WSC coworkers.
23. Develops, modifies and manages special reports.

*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

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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***

- Minimum of ten years of progressive experience as a Professional Engineer (P.E.) reflecting current practices and standards in water systems design, or related engineering work

#### ***Knowledge, Skills & Abilities***

- Understand technical information and interpret maps and construction plans
- Hydraulic modeling of water systems
- Communicate effectively orally and in writing
- Use of computer systems (hardware and software) and the application of business information
- Proficient in using Microsoft Word, Excel, PowerPoint and Access software, as well as software related to civil engineering
- Leadership skills to direct multiple activities, use assigned resources and complete projects to meet deadlines and within budget
- Self-starter and team player with strong customer service skills
- Efficient use of time, focused on the top priority projects to meet deadlines and goals

#### ***Education***

- High school diploma or equivalent
- Bachelor's degree in civil engineering or equivalent training
- Oregon Professional Engineer license, or if transferring a P.E. license from another state, then must obtain an Oregon P.E. license within six months of employment

### **PHYSICAL AND MENTAL REQUIREMENTS**

- **ALERTNESS & CONCENTRATION:** Maintains full alertness and concentration at all times when directing work of fellow employees and while working alone.
- **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, employing a variety of people at the same time.
- **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 his/her 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 mile. Total walking per shift is 0-15 percent. Walking occurs in slippery conditions, in mud, on rock 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. 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.
- **TWISTING:** Rotates head fully to both sides to observe equipment and co-workers while maintaining body in awkward position. Some twisting is required when lifting items or handing items to fellow workers.

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- **CLIMBING:** Climbs in and out of ditches/holes. Climbs into manholes and into underground vaults. Climbs hills and walks over uneven ground while carrying equipment. Climbs in and out of trucks and heavy equipment.
- **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 confined spaces, such as underground vaults requiring entry through a manhole. Works occasionally in ditches of various depths and widths. Works inside shoring when required. Exposed to chemicals (primarily through skin contact or inhaling) used to glue pipe and disinfect pipe often in the ditch. 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:** Lumber, bolts, plastic and metal pipe/fittings.
- **MACHINES/TOOLS/EQUIPMENT:** Uses 10-key, computer, typewriter, copier, phone, two-way radio and other office equipment.

Revised: June 1, 2016