

Excellent Employment Opportunity

## **ASSISTANT DIRECTOR OF UTILITIES/CITY ENGINEER**

The salary is dependent upon qualifications.

The purpose of the class is to assist the Director of Utilities in the planning, development and implementation of Utility Division systems. The class is responsible for engineering and management of water treatment and wastewater treatment plants, water distribution and wastewater collection systems and utility administration and billing. The purpose of the class is to oversee and perform engineering functions and to provide support and supervision to personnel in assigned area. The class is responsible for developing policies and procedures, supervising subordinate staff, researching and analyzing engineering data, reviewing and designing plans, approving and maintaining related engineering information and providing assistance with project inquiries and concerns. The class works within a general outline of work to be performed and develops work methods and sequences under general supervision.

Requirements include:

- Bachelor's Degree in Civil Engineering or related field.
- A minimum of (4) years of engineering experience in the water and/or wastewater fields.
- Utility Management experience is preferred.
- A very high level of analytical skills necessary in order to develop and implement department missions, goals and procedures; and to determine the needs for capital expenditures, personnel and operating budgets.
- An advanced level of interpersonal skills necessary in order to provide effective leadership to subordinate personnel as well as to develop cooperative working relationships with employees, senior management, elected officials and vendors supplying goods or services to the jurisdiction.

### **Licenses and Certifications:**

- Valid SC Driver's License and a satisfactory motor vehicle record.
- SC PE (Professional Engineer) License required.

Excellent benefits package that includes State Retirement and paid health insurance. Applications are available on the city website: [www.caycesc.gov](http://www.caycesc.gov) **A valid South Carolina Driver's License with a good driving record is required. Must provide DMV record at time of first interview. Application required. E.O.E.**



<b>Job Title:</b>	<b>Asst Director/City Engineer</b>	<b>Department/Loc:</b>	<b>WA-Utilities</b>
<b>FLSA Classification:</b>	<b>Exempt</b>	<b>Date Drafted:</b>	<b>June 30, 2021</b>
<b>Reports To:</b>	<b>Director of Utilities</b>		

### **Position Summary**

The purpose of the class is to assist the Director of Utilities in the planning, development and implementation of Utility Division systems. The class is responsible for engineering and management of water treatment and wastewater treatment plants, water distribution and wastewater collection systems and utility administration and billing. The purpose of the class is to oversee and perform engineering functions and to provide support and supervision to personnel in assigned area. The class is responsible for developing policies and procedures, supervising subordinate staff, researching and analyzing engineering data, reviewing and designing plans, approving and maintaining related engineering information and providing assistance with project inquiries and concerns. The class works within a general outline of work to be performed and develops work methods and sequences under general supervision.

### **Position Responsibilities - Essential**

*This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.*

- Plans, oversees and participates in engineering operations in assigned area.
- Supervises subordinate staff; supervisory duties include instructing, planning and assigning work, maintaining standards, coordinating activities, acting on employee problems and recommending employee discipline and discharge as appropriate. Reviews the work of subordinates for completeness and accuracy; evaluates performance and makes recommendations for improvement; offers training, advice and assistance as needed.
- Develops, implements and interprets policies and procedures to ensure operational efficiency and the timely accomplishment of established goals.
- Researches and analyzes water and sewer engineering data to prepare and update plans, specifications and related correspondence.
- Reviews and may design plans to ensure code compliance for public works, utility facilities and water/wastewater engineering projects.
- Conducts field inspections of project sites; estimates project costs and serves as project manager as assigned.
- Prepares, approves, evaluates and maintains related engineering reports and other information, including specifications, invoices, proposals, grant documentation, permits and/or budgets.
- Coordinates engineering projects, from implementation to completion, with the various parties involved, and makes professional and technical recommendations to ensure project success.



- Investigates and responds to inquiries and concerns from contractors, engineers, other departments and agencies and the general public.
- Attends and/or conducts staff/committee meetings to exchange information; attends in-service training and classes, seminars or conferences to maintain job knowledge and skills.
- Oversees the SCDHEC Delegated Review Program for the City.
- May be required to report to City Utilities' Emergencies during times other than regular business hours.
- Performs related tasks as necessary.

### **Position Responsibilities - Non-Essential/Other**

- Serves as a member of various staff committees as assigned.
- Prepares reports, papers and other documents appropriate to the department; maintains and updates records and manuals.
- Attends seminars and studies written materials to maintain knowledge of current practices in the field.
- Performs other related duties and other duties as assigned.

### **Essential Skills and Experience**

- Requires a Bachelor's Degree in Civil Engineering or related field.
- Requires a minimum of (4) years of engineering experience in the water and/or wastewater fields.
- Utility Management experience is preferred.
- A very high level of analytical skills necessary in order to develop and implement department missions, goals and procedures; and to determine the needs for capital expenditures, personnel and operating budgets.
- An advanced level of interpersonal skills necessary in order to provide effective leadership to subordinate personnel as well as to develop cooperative working relationships with employees, senior management, elected officials and vendors supplying goods or services to the jurisdiction.

#### **Licenses and Certifications:**

- Valid SC Driver's License and a satisfactory motor vehicle record.
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### **Mental & Physical Demands - ADA Guidelines**

#### **Physical Demands**

- |        |            |            |            |
|--------|------------|------------|------------|
| • Sit  | Frequently | • Stand    | Frequently |
| • Walk | Frequently | • Handling | Frequently |



- Reach Outward                      Frequently
- Reach Above Shoulder              Frequently
- Climb                                      Frequently
- Crawl                                      Frequently
- Squat or Kneel                      Frequently
- Bend                                      Frequently

**Lifting Requirements**

- 10 pounds or less                      Frequently
- 11-20 pounds                      Frequently
- 21-50 pounds                      Frequently
- 51-100 pounds                      Occasionally
- >100 pounds                      Occasionally

**Pushing and Pulling Requirements**

- 12 pounds or less                      Frequently
- 13 to 25 pounds                      Frequently
- 26 to 40 pounds                      Frequently
- 41 to 100 pounds                      Frequently
- > than 100 pounds                      Occasionally

**Definitions**

- *N/A*                      Not Applicable                      Activity is not applicable to this occupation
- *O*                      Occasionally                      Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- *F*                      Frequently                      Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- *C*                      Constantly                      Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

**ENVIRONMENTAL HAZARDS:**

The job risks exposure to no known environmental hazards.

**SENSORY REQUIREMENTS:**

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

*The City of Cayce has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.*

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Print Employee Name	Employee Signature	Date Signed
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Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed
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