

## SENIOR UTILITY ENGINEERING SPECIALIST

### NATURE OF WORK

This is advanced and highly technical work in connection with any branch of engineering in the field and/or office.

Work responsibilities may include one or more of the following: overseeing the work of subordinate personnel involved in manual or computer aided drafting; supervision of a survey field party; construction observation of complex projects; construction materials testing and inspection; implementing the provisions of the Lincoln Municipal Code and design standards; overseeing the work of subordinate personnel involved in the maintenance and installation of water, wastewater, and solid waste infrastructure and treatment systems; collection, computation, and analysis of large volumes of data; computer training and advanced programming. Supervision is received from a technical or administrative superior in the form of general guidance and review of records, reports, and final outcome.

### EXAMPLES OF WORK PERFORMED

Oversees maintenance of the electronic engineering records of the water, wastewater and solid waste systems, and of other related miscellaneous records.

Provides graphic support for other departments, agencies, and the general public; produces specialized maps.

Provides troubleshooting/review of construction projects to include review of all construction plans for accuracy; insures all plans are produced in a manner that will allow them to be properly archived; reviews all as-built documents and updates appropriate information.

Provides Level III technical assistance and troubleshoots problems for internal and external customers in order to maintain the integrity of CEIS files databases and command procedures; assists in the preparation of cost and time projections.

Reviews engineering studies, plans, and specifications from outside consultants to ensure quality control standards are followed.

Assists in the update of the Comprehensive Plan.

Develops and implements public information and education programs which may include public presentations.

Prepares ordinances and resolutions for creating, repealing, or amending special assessment districts; prepares information and maintains formal records for special assessment districts.

Prepares and reviews preliminary water and wastewater studies and provides written recommendations.

Prepares recommendations concerning right-of-way vacations and use of public right-of-way.

Reviews water, wastewater, and solid waste plans for conformance with design standards.

Prepares executive orders authorizing construction of public infrastructure by private developers.

Investigates drainage complaints and recommends solutions.

Prepares a variety of technical memos and reports.

Utilizes various engineering/planning software and current applications, including GIS and water distribution and wastewater collection hydraulic modeling.

Implements management/safety improvement programs.

Reviews bid submittals for completeness and variance with cost estimate database.

Prepares and reviews project budgets and controls labor and/or construction costs.

Coordinates all phases of work in the field; schedules survey responsibilities for multiple projects.

Oversees the work of subordinate personnel involved in maintenance and installation of water and wastewater infrastructure.

Performs related work as required.

#### DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Considerable knowledge of programming in Visual Basic, Microstation, and HTML.

Knowledge of City, County, State, or Federal utility planning and operational processes.

Knowledge of engineering/planning software and applications.

Ability to understand and follow complex oral and written instructions.

Ability to communicate effectively both orally and in writing.

Ability to provide advanced hardware/software support.

Ability to prepare a variety of technical memorandums and reports.

Ability to work independently on a variety of assigned projects with only periodic and general supervision and instructions.

Ability to establish and maintain effective working relationships with other government agencies, citizen committees, the media, public officials, other City departments, co-workers, and the general public.

Ability to meet and deal effectively with the general public and utility customers.

**DESIRABLE TRAINING AND EXPERIENCE**

Graduation from an accredited four year college or university with major course work in computer science, construction management, civil engineering, electrical engineering, or other related engineering field; or extensive qualified experience of a technical nature.

**MINIMUM QUALIFICATIONS**

Graduation from a senior high school or equivalent, supplemented by an associate degree in computer science, drafting or other related engineering field, the electrical or electronic field; and considerable experience with software installation/upgrade troubleshooting, drafting, surveying, and/or related civil engineering work; or any equivalent combination of training and experience which provides the desirable knowledge, abilities, and skills.

**NECESSARY SPECIAL REQUIREMENTS**

Possession of a valid State of Nebraska driver's license when operating a vehicle will be necessary to the satisfactory performance of assigned duties for some positions within this classification.

*Employees may be required to possess any of the following if required by the position to which assigned.*

Workzone Certification Supervisor  
Certification in ASCE/ITE/MSA/FHWA  
Water Operator Certification

Approved by: \_\_\_\_\_  
Department Head Personnel Director

12/2002

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