



Job Title:	City Engineer	Department/Loc:	WA-Utilities
FLSA Classification:	Exempt	Date Drafted:	September 2022
Reports To:	Director of Utilities		

Position Summary

The purpose of the class is to oversee and perform engineering functions and to provide support to personnel in the City's Utilities Division. The class is responsible for developing policies and procedures, researching and analyzing engineering data, reviewing and designing plans, approving and maintaining related engineering information and assisting 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.
- Develops, implements and interprets policies and procedures to ensure operational efficiency and the timely accomplishment of established goals.
- Oversees the SCDHEC Delegated Review Program and General Permit Program for the City.
- Researches and analyzes water and sewer engineering data and available capacity 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.
- Interacts and works closely with all Utility departments and provides technical assistance, as needed.
- Attends staff/committee meetings to exchange information; attends in-service training and classes, seminars or conferences to maintain job knowledge and skills.
- 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 six (6) years of engineering experience in the water and wastewater fields.
- Requires Registration as a Licensed South Carolina Professional Engineer
- Utility and/or utility design experience is preferred.
- A very high level of analytical skills is necessary in order to develop and implement department missions, goals and procedures; and to determine the needs for capital improvements and budgets.
- An advanced level of interpersonal skills is necessary in order to develop cooperative working relationships with employees, senior management, elected officials and vendors supplying goods or services to the jurisdiction.
- Valid SC Driver's License and a satisfactory motor vehicle record.

Mental & Physical Demands - ADA Guidelines

Physical Demands

- | | | | |
|-----------------|------------|------------------------|------------|
| • Sit | Frequently | • Reach Above Shoulder | Frequently |
| • Walk | Frequently | • Climb | Frequently |
| • Stand | Frequently | • Crawl | Frequently |
| • Handling | Frequently | • Squat or Kneel | Frequently |
| | | • Bend | Frequently |
| • Reach Outward | Frequently | | |

Lifting Requirements

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

Pushing and Pulling Requirements

- | | | | |
|---------------------|------------|--------------------|--------------|
| • 12 pounds or less | Frequently | • 26 to 40 pounds | Frequently |
| • 13 to 25 pounds | Frequently | • 41 to 100 pounds | Occasionally |

- > 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.

Salary Range- \$66,374.00 – 95,227.00 Annually

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.

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