

# HENDERSON WATER UTILITY CLASSIFICATION SPECIFICATION

## CLASSIFICATION TITLE: PROFESSIONAL ENGINEER

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### PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide engineering and other technical assistance to the Utility; to relay engineering information and provide recommendations to the Chief Engineer and Department Heads; to design and review the construction of water, wastewater, and stormwater projects for the Utility; and to prepare engineering studies, reports, and regulatory compliance documents for the Utility.

### ESSENTIAL FUNCTIONS

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.**

- Manages and performs project administration for projects awarded to outside contractors; prepares reports, design plans and specifications, bid documents and contracts for construction projects; assists with the development, negotiation and management of engineering contracts for outside engineering consultants; coordinates and schedules construction projects with contractors and consultants; reviews contractor's work and ensures compliance with specifications, plans, and quality standards; reviews and approves contractor pay requests.
- Assists Chief Engineer and Department Heads in developing and implementing long and short range plans for capital and operating projects and improvements for the Utility; and assists in developing costs and schedules for project identified in the adopted goals and plans.
- Assists with the development and maintenance of the Utility's public improvements specifications including standard drawings and specifications.
- Assists in preparation and implementation of capital and departmental budgets for utility engineering and construction activities.
- Assists with the development and maintenance of master plan documents for water, sanitary sewer and stormwater systems, services and operations.
- Designs in-house capital improvement projects; and performs project management activities for same.
- Provides engineering assistance to the Department Heads and Supervisors.
- Reviews development plans for compliance with water, sewer and stormwater regulations.
- Conducts preliminary engineering studies; and prepares reports for outside funding.
- Performs field inspections of construction and maintenance of water, wastewater and stormwater systems.
- Represents the Utility before the Planning Commission, City Commission, and other state, federal, and local governmental bodies.
- Attends Water and Sewer Commission meetings at request of the Chief Engineer.
- Develops subdivision bond calculations for water, sewer and stormwater improvements.
- Assists with the implementation of Utility's mapping and Geographic Information Systems (GIS).
- Obtains railway, highway encroachment, Division of Water and other permits as needed.
- Adheres to personal and departmental compliance with all state safety regulations and HWU safety policies.
- Serves as Acting Chief Engineer, Department Head, or Supervisor at the request of the General Manager.
- Organizes work to ensure that it can be accomplished in a safe and efficient manner.
- Regular and predictable attendance is required.
- Maintains a positive attitude with team/unit.
- Maintains good public relations.

## ADDITIONAL FUNCTIONS

Performs other related duties as required.

## MINIMUM QUALIFICATIONS

Bachelor's degree in civil engineering, environmental engineering, or closely related field; supplemented by 4 years of progressively responsible experience in design, technical review, and project management for water, sewer, and stormwater projects; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Requires Licensure as a Professional Engineer by the State of Kentucky (reciprocity required within 6 months of initial employment); and requires a valid driver's license.

## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

**Human Interaction:** Requires the ability to function in a supervisory capacity for a project team or organizational unit. Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations. Includes the ability to make decisions on procedural and technical levels.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

**Mathematical Aptitude:** Requires the ability to perform complex mathematical operations involving algebraic principles and formulas, basic geometric principles and calculations, and other higher mathematics commensurate with the essential functions.

**Functional Reasoning:** Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate sounds, depth and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity temperature and noise extremes, hazardous materials, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, or toxic agents.

This job description does not constitute a contract of employment. Any oral or written statements or promises to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employees. This job description is subject to change by the employer (Henderson Water Utility) at the discretion of the employer, or as the needs of the employer and/or requirements of the job change. Henderson Water Utility explicitly reserves the right to modify any of the provisions of this job description at any time and without notice. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties or essential functions does not exclude them from the position if the work is similar, related, or a logical assignment to the position.