

SANDY CITY  
APPROVED POSITION SPECIFICATIONS

- I. Position Title: Chief Engineer–Public Utilities Revision Date: 02/2012  
EEO Category: Professional  
Status: Exempt (Prof)  
Control No: 30551

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the Engineering Manager, manages and coordinates the planning, design, construction, development review, and operation of a variety of major engineering projects. Make decisions and recommendations that are authoritative and have an important impact on City policies and procedures, and professional engineering and managerial activities. Supervises engineering personnel and represents the Engineering Manager in his absence.

III. Essential Duties:

- Oversee the day-to-day operation of engineering programs in all phases of project management and development review including planning, design, estimating, preparing specifications, field surveying, construction inspection, contract administration, operations and maintenance.
- Supervise engineering personnel.
- Develop and manage departmental engineering operational procedures.
- Prepare operational and capital improvement budgetary information.
- Ensure that projects are planned, designed, constructed and operated in accordance with City Standard
- Assist with planning for future short-term and long-term needs, including water source development.
- Prepare, organize, and maintain Engineering Division files and reports.
- Provide professional technical assistance and consult with other departments on utility system engineering matters.
- Participate in advisory boards and other board meetings.
- Follow specifications and sound engineering practices. Ensure projects are completed within allotted budgets and time schedules.

IV. Marginal Duties:

- Respond to public inquiries, complaints, and requests.
- Respond and investigate complaints regarding public improvements.
- Perform other duties as assigned.

V. Qualifications:

**Education:** Bachelor’s degree in civil engineering or related field.

**Experience:** Five years engineering experience, two of which must include supervisory responsibilities. May substitute an equivalent combination of education for experience except supervisory experience.

**Certificates/Licenses:** Valid Utah Driver’s License is required. Must be a licensed Professional Engineer in the State of Utah.

**Probationary Period:** A one-year probationary period is a prerequisite to this position.

**Knowledge of:** Engineering principles, procedures, and practices; principles of management and budgeting; principles of maintenance and construction; OSHA safety standards and EPA water standards and other related local, state, and federal regulations; utility system facilities, equipment, and operations.

**Responsibility for:** Correct judgment, accidents could be caused bringing injury and death to citizens as well as legal action against the City; great responsibility for the care, condition, and use of materials, equipment, money, and tools; great responsibility for making decisions which affect the activities of other individuals; supervision of engineering staff; great responsibility for safety and risk management issues related to the operation.

**Communication Skills:** Ability to professionally furnish and obtain information from other departments; contact with other departments, requiring tact and judgment to avoid friction; constant contact with the public presenting data that may influence important decisions; requires a well-developed sense of strategy and timing; ability to deal well with developers; attendance at public meetings; ability to deal well with upset and irate people.

**Tool, Machine, Equipment Operation:** Regular use of a telephone, computer, printer, and 10-key; frequent vehicle use.

**Analytical Ability:** Communicate effectively verbally and in writing; read plans and blueprints; prioritize tasks; establish effective working relationships with employees and the public; records management skills; apply complex concepts to the solution of problems and performance of assigned duties; establish meaningful goals and priorities; prepare plans and specifications, evaluate projects.

VI. Working Conditions:

*Physical Demands:* While performing duties of job employee typically handles office equipment, objects, or controls. Employee may frequently bend, stoop or crouch; and frequently communicates with others. Employee may sit or stand for long periods of time and may occasional move up to 20 pounds.

*Work Environment:* Generally comfortable working conditions. The noise level in the work environment is usually minimal, with occasional increased noise exposure. Great mental effort is required daily; a great amount of pressure and fatigue is present during an average workday; frequent exposure to stressful situations as a result of human behavior and constant deadlines. Moderate exposure to overtime; some evening and weekend work required. Occasional field work and exposure to traffic and construction site hazards; occasional need to deal with emergencies.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_