



Town of Oro Valley Classification Description

Title: **WATER UTILITY ENGINEERING
DIVISION MANAGER**

Department: Water Utility

Salary Grade: 124

Job Code: 3610

FLSA Status: Exempt

POSITION SUMMARY:

Under administrative direction, assists the Water Utility Director as assigned. Plans, budgets and manages the activities of the Engineering Division, including the Capital Improvement Program. Provides engineering support for the utility's Production and Distribution Divisions.

ESSENTIAL JOB FUNCTIONS:

- Assists the Water Utility Director and serves as Acting Water Utility Director, as required.
- Plans, budgets and manages the activities of the Engineering Division comprised of staff that perform engineering, project management, new development plan review, construction inspection, water system mapping (GIS) and technical support.
- Plans, budgets & manages the Capital Improvement Program (CIP) for the Water Utility.
- Is the Engineer of Record for in-house municipal water works designs by Engineering staff for projects identified in the CIP, including miscellaneous Production & Distribution Division projects required to expand, improve or upgrade the Utility's water system.
- Manages staff that utilize engineering consultants to design municipal water works projects identified in the CIP to expand, improve or upgrade the Utility's water system.
- Manages staff that reviews and approves water system plans for new commercial and residential developments for compliance with Water Utility standards and regulatory requirements, as well as approves water system plans for construction.
- Manages staff that inspect new water system construction to ensure installations are in compliance with approved water system plans, as well as certifies as-built drawings.
- Manages staff that create and maintain water system maps documenting the location, size and material of water infrastructure.
- Manages staff that perform water system hydraulic modelling for new development and operational needs.
- Provides engineering support to the Utility's Production & Distribution Divisions.
- Develops, updates and maintains the Utility's standard specifications and details.
- Prepares contracts documents, engineers cost estimates, evaluates bids, and makes bid award recommendations.

- Prepares and presents reports to the Water Utility Commission and Mayor and Council, as requested by the Water Utility Director.
- Assists with water resource planning, utilization and ADWR reporting. Assists with preparing the Water Utility's annual report.
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of municipal water works planning, engineering, project management, new development, construction, water production, water distribution, Capital Improvement Program development and budgeting.
- Knowledge, skill, and ability to apply engineering principles and practices in support of the Water Utility's Production and Distribution Divisions.
- Knowledge, experience, and skill in water system design and operation.
- Regional experience in designing, specifying, and making equipping recommendations for wells, booster stations, pressure regulating stations and disinfection systems.
- Regional experience in designing water distribution systems.
- Ability to effectively lead, manage, supervise and evaluate the Water Utility's Engineering staff in support of the Utility's short and long range goals.
- Knowledge of and skill in interpreting applicable Town, State and Federal statutes, ordinances, codes, rules and regulations governing municipal water works.
- Skill in oral and written communication and making presentations.
- Skill in establishing and maintaining effective working relationships.
- Skill in negotiating contracts and agreements.

MINIMUM QUALIFICATIONS:

- A Bachelors degree in Civil Engineering or related field, and
- Seven (7) years experience in civil engineering and/or seven (7) years experience in designing water systems and managing water programs including four (4) years at a managerial and/or supervisory level; **OR**
- An equivalent combination of education and experience.
- Must be at time of application a Registered Professional Engineer in Arizona.
- Possess a valid Arizona driver's license or be able to acquire in 30 days.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in indoor and outdoor environments.