

**CITY OF BLACK HAWK
2016 Job Description**

JOB TITLE:	Senior Civil Engineer Water Resources	DEPARTMENT:	Public Works
REPORTS TO:	Public Works Director	EXEMPT:	Yes / At-Will
HIRING RANGE:	\$80,464 - \$92,534 / Annual		

SUMMARY

This is highly responsible work in planning and coordinating a variety of capital programs/projects in the Public Works and Water Departments. This position includes capital improvement project contract administration and coordination; review of projects related to utility improvements; long-range planning activities; developing operations and maintenance plans; and monitoring existing programs and activities related to the Water Operations and Water Resources. Work is performed with latitude for independent judgment and action and is reviewed by the Director of Public Works through observation, conferences, reports, and achievement of desired objectives. May develop intergovernmental agreements with other agencies concerning water rights, land purchases, water system interconnects, water storage, etc. Prepare written reports and memoranda's. Carry out related administrative duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Direction provided by the Public Works Director. Works closely with and may provide direction and supervision of water department personnel and operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Review and approve construction plans, plats, specifications, and quantity lists for a variety of water, storm drainage, water resources, and other construction, repair or modification projects.
- Develop and monitor watershed protection program as required by City and State codes.
- Reviews and approves standards, specifications, water rate adjustments, ordinance requirements and regulations applied by the City and researches latest developments to determine what changes should be made and their probable impact, including intergovernmental agreements.
- Reviews proposed Public Works and Water projects, their need and impact on development with the planning staff, and develops priorities and cost estimates as part of a long-range proposed capital improvement program.
- Reviews plans, specifications, and contract documents prepared by consulting engineers or private contractors for propriety, adequacy, and accuracy.
- Conducts and is responsible for completion of Water Operations and Water Resources Capital Improvement Projects.

- Manage Consultants and conducts feasibility studies, Environmental Impact Studies for water resources and water treatment projects.
- Helps to develop the Public Works and Water Departments 5-year Capital Improvement Projects budget in cooperation with Department staff.
- Coordinate consultant selection, and write request for proposals, and contract administration. Oversees construction bids, review bids and manages the construction contract.
- Develops estimates in preparing the annual Water Operations and Water Resources Capital Improvement Project Budget for budgetary purposes; compiles information regarding ownership of property; keeps abreast of development in the Public Works and Utilities field.
- Reviews and makes revisions and updates to City water master plans and technical specifications.
- Attends monthly coordination meetings, including Technical review, Development Review Committee, and Citywide Capital Improvement Project Review Team meetings.
- Answers inquiries regarding projects and other engineering matters, prepares staff reports, request for Board of Aldermen action memos, and similar periodic reports.
- Design of small projects as may be required and ability to clearly write reports, memoranda, and documents for Board of Aldermen.
- Understand and assist in design and operation of controls and SCADA systems.
- Develop & update water distribution hydraulic model in order to analyze system operation and development updates.

OTHER DUTIES AND RESPONSIBILITIES

- Coordinates with water rights consulting engineers for monthly water rights accounting.
- Consults with water rights attorney for water rights legal documents.
- Serves as staff liaison to the Upper Clear Creek Watershed Association, and the South Platte Basin Roundtable.
- Serves as staff liaison to Clear Creek County for operation and maintenance of the Green Lake Water Storage Project.
- Serves as staff liaison to the Town of Georgetown for operation and maintenance of Georgetown Lake.
- Performs related capital improvement project engineering planning, management, and coordination work as required.
- Performs related work as required.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of utilities and water resources, capital improvement projects, and operations, principles and practices as related to treatment plants, field operation activities, and water resources facilities, including hydraulic modeling, controls, and SCADA systems.
- Ability to conduct and evaluate engineering and technical studies and analysis on various programs to determine recommendations based on the information received.
- Thorough understanding of City codes, ordinances, regulations, and standards governing public utility facilities construction, maintenance, and repair.
- Ability to make public presentations, present ideas, data, and reports clearly and concisely both verbally and in written form.
- Ability to utilize appropriate utilities and water resources technologies and transfer their usage to relevant areas of work.
- Ability to establish and maintain effective working relationships with supervisors, employees, consultants, contractors, State and Federal officials, and other people contacted in the course of a workday.
- Considerable knowledge of the principles and practices of civil engineering as it relates to Public Works and Utilities projects.
- Thorough knowledge of water quality concerns as related to municipal Public Works and Utilities operations, including the Safe Drinking Water Act, and its amendments. RCRA Super Fund; Clean Water Act; NPDES; CERCLA; and discharge permit regulations.
- Ability to make difficult engineering computations and to design a variety of standard and complex Public Works and Utilities projects quickly and accurately.
- Knowledge of current and innovative computer applications is desired such as GIS and water distribution modeling. Ability to establish and maintain effective working relationships with superiors, fellow employees, contractors, public officials and citizens contacted in the course of work.
- Knowledge of water rights and administration.

MATERIAL AND EQUIPMENT DIRECTLY USED

Computer terminals, keyboards, personal computer, telephone, cellular phone, facsimile machines, calculator, photocopier, survey equipment, and computer software programs. Will operate City vehicles.

WORKING ENVIRONMENT/PHYSICAL ACTIVITIES

This position involves both sedentary office work and trips to construction areas. Exposure to various weather conditions, noise levels, and a variety of construction activity. Occasional lifting and carrying of objects; some walking, standing, and climbing; vision for reading and interpreting information; speech communication; and having to maintain communications with regulators, consultants, contractors, and employees.

EDUCATION, EXPERIENCE AND FORMAL TRAINING

Graduation from an accredited college or university with major coursework in civil engineering or related field, and considerable experience in civil engineering work. Public Works and Utilities design/review experience required, Professional Engineer (P.E.) registration in the State of Colorado is preferred. Ability to obtain a class A water treatment license within 4 years of hire.

NECESSARY SPECIAL REQUIREMENTS

Must possess a valid Colorado driver's license and maintain a safe driving record for continued employment. Successful candidates will be required to complete a pre-placement physical and a substance screen prior to employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands and fingers, talk or hear, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance, and maneuver steep slopes and rough undeveloped terrain. The employee is regularly required to stand, walk, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is exposed to the use of a computer monitor for extended periods of time.

COMMENTS

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, it is the City's intention to hire only individuals who are United States citizens or aliens authorized to work and live in the United States.