**DISCLAIMER**

**This job description is provided for general informational purposes, may not apply to your city's specific situation and should not be considered a comprehensive description of the job position. It should be used for comparative purposes only. The job description should be tailored to reflect the actual qualifications and job duties relevant for this position in the context of your city. You should consult with a human resources professional and your city attorney before taking any action based on this job description.**

**Population: 50,000 +**

**Assistant Utilities Engineer**

The following documents must be presented in order to receive an application:

• Baccalaureate or higher college degree in Engineering

• Valid Georgia Driver’s License

This position performs professional engineering duties in support of the Utility Department operations. Reviews utility designs of residential, commercial and industrial construction plans for compliance with city codes and standards and Georgia EPD requirement. Supervises utility construction inspectors and assists with construction review, field changes and final acceptance of projects. Assists in future utility planning, to include future service area needs, cost estimates and presentations to the Mayor and City Council. Designs in-house utility construction plans for water, sewer and gas projects and oversees construction. Prepares construction plans and bid documents for contract work and provides construction administration for such projects. Coordinates the relocation of utilities for GDOT widening projects. Troubleshoots water treatment and wastewater treatment problems. Keeps accurate records of all plan submittals, reviews, construction projects and installed infrastructure. Directs sanitary sewer inflow and infiltration studies. Guidelines include relevant state and federal environmental regulation, state codes, city ordinances, state and federal safety regulations and departmental rules and regulations. These guidelines require judgment, selection and interpretation in application. Performs related duties.

**Qualifications**

Knowledge and level of competency associated with the completion of a baccalaureate degree in Engineering. Sufficient experience to understand the basic principles relevant to the major duties of the position associated with having had a similar position for one (1) to two (2) years. Must be a certified Professional Engineer in the state of Georgia or be capable of obtaining a Georgia P.E. license within one year of employment. Knowledge of engineering theories, techniques, standards and practices. Knowledge of the techniques, equipment and supplies used in public utilities construction, repair and maintenance. Knowledge of water, sewer and gas distribution system construction, repair and maintenance methods and practices. Skill in supervision and management. Skill in developing and interpreting plans and specifications. Skill in interpersonal relations and in oral and written communication.

**Miscellaneous Information**

The work includes a combination of inside office environment and outside fieldwork to include inspection of construction job sites, utility line easements and field surveying. Office work requires significant computer use. Fieldwork requires moderate physical exertion and ability to negotiate uneven ground and minor hills in cleared and forested environments.