




**CITY OF STILLWATER
JOB DESCRIPTION**

TITLE: Water Systems Engineering Manager	DEPARTMENT: City Engineering
RANGE: 59	DIVISION: Civil Engineering
EFFECTIVE DATE: October 2021	REVISION DATE:
EXEMPT	

APPROVALS

 Department	 Human Resources	 City Manager
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PURPOSE OF POSITION

Provide assistance, management and oversight of Water Systems Engineering projects which may include studies, design, construction and associated efforts related to water systems. Related activities include scope and budget preparation, development of professional, specialty and technical review of submittals and reports, determining compliance with City and State standards, coordination with other divisions, departments and agencies, and managing pay claims and payment process. Prepare memoranda and reports related to project implementation. Participate in the responsible planning of water system and capital improvements and projects for the department. Reports to the Deputy Director of City Engineering.

ESSENTIAL JOB FUNCTIONS:

- Responsible for all Water Systems Engineering projects:
 - in-house designs
 - technical services provided to Water Utilities (WU) and other departments
 - support to other divisions and departments
 - support to the development community
- Technical Support for WU:
 - Coordinate with and support WU Department as it manages the O&M of the WU systems
 - Develop evaluation and reporting system necessary for
 - Safe and efficient operation of the WU systems
 - Timely intervention of identified deficiencies within WU systems
 - Apprise DDCE of status of operations and preventive maintenance of WU systems
- Design Process duties:
 - Responsible for the development of the Basis of Design for outside consultants water system engineering projects
 - Responsible for the development of the Scope of Services for outside consultants on water system engineering projects
 - Participate in the selection of outside Design Consultants, Construction Managers at Risk and other professional services providers
 - Review & comment on outside consultants' contracts and design fees on water system engineering projects
 - Represent City Engineering at predesign conferences on development and City projects
 - Review & comment on designs from outside consultants on water system engineering and development projects
 - Provide constructability reviews and value engineering on City projects
 - Review applications requiring permitting or authority to construct from State or Federal agencies and make recommended actions to DDCE
 - Responsible for development review for water system engineering aspects of development projects
- Construction Process duties:
 - Responsible for obtaining quotes/bids for small scale in-house design projects.
 - Represent city engineering at preconstruction conferences on development projects and City projects

- Review and provide input on change order, RFI, and WCD proposals
- Responsible for ensuring submittals on development and in-house design projects are reviewed in accordance with stipulated time lines
- Responsible for ensuring RFIs on development and in-house design projects are answered in accordance with stipulated timelines
- Periodic construction site visits to insure compliance with the Design intent of the Contract Documents
- Attend final inspections and recommend corrections or project acceptance
- Supervise the personnel in assigned work group
- Responsible for periodic review and development of recommendations to changes to the City Design & Construction Standards and Standard Details, as well as City Code, T&C, etc. pertaining to water system engineering
- Maintain water system engineering CIP for City Engineering, including list of projects and implementation priorities
- Responsible for the development of Master Plans for Water Utilities
- Represent city engineering at meetings, etc.:
 - Attend and present at BRC, RWAB, and other meetings
 - Occasionally attend and present at CC, PC, SUA and other public meetings

EDUCATION, TRAINING & EXPERIENCE REQUIRED:

- Bachelors in Civil Engineering, or closely related field, with Masters preferred
- Ten years progressive experience in the design and construction of Water and Waste Water treatment, distribution and collections systems.
- Demonstrated ability to supervise other professionals on multiple projects and objectives.
- Ability to work with others, within and outside of COS, in sometimes contentious situations.
- Experience with oversight, development and management of budgets

SPECIAL CERTIFICATES, REGISTRATIONS, AND LICENSES REQUIRED:

- Registered Professional Engineer. Must obtain Oklahoma Registration within 6 months of hire date
- Valid driver license. Must have Oklahoma license within thirty days of hire date

ENVIRONMENTAL & SAFETY CONCERNS:

- Requires detailed attention to safe work practices, surroundings, and operating procedures.
- Exposures to hazards that may be encountered at construction work sites; such as walking/tripping hazards stairs, inclined walkways, grating, as well as slippery surfaces.
- Requires the wearing of appropriate safety apparel while working in various work environments.

JOB LOCATION:

- Work is performed indoors and outdoors during all seasons (less frequently in inclement weather) at various City of Stillwater locations.
- Some travel required to attend meetings, seminars, training, etc.

Employee Signature: _____

Date: _____