

## **POSITION OPEN**

The Council Bluffs Water Works seeks a motivated individual to fill the position of the Staff Engineer in the Administration Department.

This is a highly responsible administrative and professional position. Responsible for planning and directing engineering activities for the Council Bluffs Water Works. Performs skilled engineering work under the general supervision of the Director of Operations. Plans and directs activities concerned with water utility systems installation, operation, maintenance and service. Serves as the point of contact for the public and professionals, such as consultants, contractors, developers and plumbers, for information on, and processing of permits to connect to or use, the potable water system. This position requires a high level of independent judgment and initiative.

Applicant is required to have graduated from an accredited college or university in engineering. Have possession of a professional engineer's license issued by the State of Iowa desired. Have a State of Iowa Public Water System Certificate desired and Water utility background desired.

If you are interested in this excellent career opportunity, send your resume and salary history to:

**STAFF ENGINEER**

Attn: Karen Wisniski

P. O. Box 309

Council Bluffs, IA 51502-0309

712-328-1006 Ext. 1013

**You may view a detailed job description of this position on our web page**

Application deadline is October 1, 2021.

**EOE**

## JOB DESCRIPTION

**Title of Position:** Staff Engineer

**Department:** Administration

**Title of Immediate Supervisor:** Director of Operations

**Definition:** This is a highly responsible administrative and professional position. Responsible for planning and directing engineering activities for the Council Bluffs Water Works. Performs skilled engineering work under the general supervision of the Director of Operations. Plans and directs activities concerned with water utility systems installation, operation, maintenance and service. Serves as the point of contact for the public and professionals, such as consultants, contractors, developers and plumbers, for information on, and processing of permits to connect to or use, the potable water system. This position requires a high level of independent judgment and initiative.

### **Major Responsibilities**

1. Preparing documentation and reporting for Iowa DNR compliance.
2. Prepare and maintain EPA regulatory program compliance.
3. Optimizing water treatment.
4. Optimizing plant operations.
5. Optimizing pumping operations.
6. Understanding and interpreting Iowa Department of Natural Resources regulations as it relates to water treatment.
7. Directs activities of engineers and consultants engaged in preparing designs and plans to construct, enlarge, and modify water works facilities such as water treatment plants, pump stations, water mains and other appurtenances.
8. Provides engineering and technical direction for planning and design of water utility projects.
9. Coordinates the work of consulting firms carrying out engineering activities for the Water Works.
10. Reviews plans and specifications prior to instituting project to determine whether they meet organizational requirements.
11. Administers construction contracts and inspection for construction contracts and major maintenance activities.
12. Confer with the Director of Operations and other management staff on activities relevant to the Water Works.
13. Provides technical advice and recommendations to the Director of Operations and other departments.
14. Prepares factual, clear, concise written staff reports with specific recommendations concerning Water Works matters.
15. Serves as an active member of various management teams created to deal with specific problems and issues.
16. Participates in the development of objectives, policies and procedures of the Water Works.
17. Analyzes and compiles data received from engineers to prepare budget estimates.
18. Assist the Director of Operations in preparing capital improvement programs for the Water Works.
19. Provides for the establishment and maintenance of engineering records and files (i.e. Water Works maps, as-built plans, etc.)
20. Attends and make presentations at meetings of the Board of Trustees.
21. Point of Contact for all new developments seeking a Main Extension Agreement.

22. Represents CBWW with the public and other agencies.
23. Review tap applications and determine the fees and charges for the tap or taps to include any front footage or lot connection fees.
24. Answers inquiries and provide information on the use or location of the distribution system. Provide accurate and timely response to inquires about water main locations, tap and other fees and questions regarding main extensions.
25. Process house or building demolition job orders to kill the service or make a curb service. Process charges from the job order for the demolition work.
26. Keep the easement file up to date and monitor the distribution system map book for proper entry of the easements. Review any update of the distribution system map books or wall maps for accuracy and note any errors or omissions for future correction.
27. Other duties as may be necessary or assigned.

#### **Required Knowledge, Skills and Abilities**

Knowledge of principles and practices of engineering as applied to the administration of diversified Water Works activities; must present a well groomed, professional appearance at all times. Must have a good working knowledge of utility operations. Must be able to work with little or no direct supervision. Must be able to keep accurate, legible records and notes of work performed and actions taken. Must be able to work effectively with other employees, department managers, and supervisors. Must deal courteously and tactfully with the public. Must be able to work overtime as needed with little or no advance warning. Must possess a valid vehicle operator's license. Must have a good driving record and be insurable by the employer's auto liability carrier.

#### **Required Experience and Training**

graduation from an accredited college or university in engineering; possession of a professional engineer's license issued by the State of Iowa desired. State of Iowa Public Water System Certificate desired. Water utility background desired.

#### **Physical Requirements**

Must be insurable  
Must be sighted  
Must be able to hear normal conversation  
Must be able to speak English clearly  
Must be able to walk over uneven terrain at construction, job, or other sites under all weather conditions  
Must be able to climb out of and descend into confined entry spaces such a meter pit, vaults by means of a ladder or rope harness.  
Must be able to wear a hardhat  
Must be able to lift 50 pounds.  
Must be able to operate various company vehicles