



**CITY OF CEDAR RAPIDS**  
invites applications for the position of:

## **Utilities Engineer I/II/III/IV**

**SALARY:** \$64,105.60 - \$113,422.40 Annually

**OPENING DATE:** 04/12/23

**CLOSING DATE:** 05/03/23 04:00 PM

### **DESCRIPTION:**

Are you a seasoned project manager with a variety of experience reviewing plans for public and private projects? **The City of Cedar Rapids is hiring for a Utilities Engineer I, II, III, or IV for the Water Engineering Distribution team. The successful candidate will be comfortable working with complex engineer design ideation and technical documentation. Prior experience with Utility projects is highly desired.** At the City, we are committed to employing individuals who reflect our community's diverse backgrounds and this position is crucial in the success and strategic direction of a growing and evolving community.

We appreciate and leverage the vast experience individuals bring beyond the technical requirements of a job. If you are an individual with similar experience listed here please consider applying. Experience and skills combined with commitment to our [core values](#) is key to building a greater community now and for the next generation; therefore, we encourage people from all backgrounds to apply to this position. *Any person who anticipates needing accommodations for any part of the recruitment process please contact Katie Ulmer ([k.ulmer@cedar-rapids.org](mailto:k.ulmer@cedar-rapids.org) or 319-286-5138).*

### ***What is in it for you?***

The City provides outstanding pay, benefits and time off. With participation in the Wellness Program, the Choice Family PPO plan cost is only **\$75.38 per month for 2023! Additionally we offer:**

- Medical co-insurance for participating providers of 90% plan / 10% employee
- Iowa Public Employee's Retirement Pension plans ([IPERS](#)) with a 9.44% City contribution and 6.29% employee contribution
- 11 paid holidays per year
- Up to \$3,000 per year in educational assistance
- 4 weeks of paid parental leave
- Generous flex leave (paid-time off)
- Annual pay increases
- Typically receive annual cost of living increase depending on budget
- 100% City paid basic life insurance
- Dental, vision, long-term disability, and supplemental life insurance
- Commitment to professional development
- View our non-bargaining [Choice Plan Benefits Summary](#).

[Cedar Rapids - Why you should live here!](#)

### **About the Position:**

**Develops, manages, and implements capital improvement projects and performs design reviews for public and private projects primarily for work related to the water distribution**

**system.**

The Utilities Engineer should possess a thorough knowledge of principles and practices of civil engineering as well as project management experience with skills of communication, data collection and analysis. You will apply your engineering expertise to help minimize associated risks and liabilities. This position will assist in evaluating project design changes and coordinates the activities associated with contractors. The classification you are hired at will depend on your experience relating to the complexity and diversity of engineering plans and reports. Apply today to join the second largest city in Iowa who has a vibrant and robust growing community!

**I:**

The Utilities Engineer I classification is distinguished from the Utilities Engineer II classification by the limited complexity and diversity of engineering plans and reports developed by individuals in this classification.

**II:**

The Utilities Engineer II classification is distinguished from the Utilities Engineer I classification by the increased complexity and diversity of engineering plans and reports developed by individuals in this classification.

**III:**

Develops and *directs* the development of engineering plans, reports and studies. The Utilities Engineer III classification is distinguished from the Utilities Engineer II classification by the increased complexity and diversity of engineering plans and reports developed by individuals in this classification.

**IV:**

The Utilities Engineer IV classification is distinguished from the Utilities Engineer III classification by the increased complexity and diversity of engineering plans and reports developed by individuals in this classification.

**Position Schedule: Monday-Friday 7:30am-4:30pm****Salary (Based on years of experience and qualifications):**

- **I: \$64,105.60- \$86,569.60 annually**
- **II: \$68,577.60- \$92,643.20 annually**
- **III: \$78,520.00- \$105,955.20 annually**
- **IV: \$84,032.00- \$113,422.40 annually**

*Successful completion of a pre-employment background check, physical examination (if applicable) and drug screen are required prior to employment with the City of Cedar Rapids. The City of Cedar Rapids does not offer sponsorship for employment authorization.*

**EXAMPLES OF ESSENTIAL DUTIES:****I:**

- Plans and manages portions of utilities projects
- Assists with the evaluation, design, construction administration and inspection of capital improvement projects
- Develops and interprets engineering plans, designs, and specifications for the city's utilities department
- Evaluates plans, develops statements of work and budgets
- Evaluates project changes and coordinates activities with contractors
- Assists Utilities Department staff in troubleshooting operational issues and facilitating improvements
- Conducts or directs bench and pilot scale studies as needed
- Assists with reviews of regulatory and code requirements and implementation of any required updates
- Responds to distribution system information requests
- Identifies project surveying information requirements
- Identifies infrastructure needs and implements necessary next steps
- Assists with the selection and preparation of contract design services

- Assists with bid coordination
- Develops and delivers presentations, and communicates with and responds to property owners
- Implements and enforces safety procedures and standards; ensures safety procedures are followed at all sites across all projects/programs
- Performs related work as required

**II:**

- Plans and manages complex portions of utilities projects
- Assists with the evaluation, design, construction administration and inspection of capital improvement projects
- Develops and interprets engineering plans, designs, and specifications for the city's utilities department
- Evaluates plans, develops statements of work and budgets
- Evaluates project changes and coordinates activities with contractors
- Assists Utilities Department staff in troubleshooting operational issues and facilitating improvements
- Conducts or directs bench and pilot scale studies as needed
- Assists with reviews of regulatory and code requirements and implementation of any required updates
- Responds to distribution system information requests
- Identifies project surveying information requirements
- Identifies infrastructure needs and implements necessary next steps
- Assists with the selection and preparation of contract design services
- Assists with bid coordination
- Develops and delivers presentations, and communicates with and responds to property owners
- Implements and enforces safety procedures and standards; ensures safety procedures are followed at all sites across all projects/programs
- Performs related work as required

**III:**

- Plans and manages design and construction of highly complex utilities projects
- Develops and interprets engineering designs, plans, specifications and contracts for the construction of utilities projects
- Assists with the evaluation, design, construction administration and inspection of capital improvement projects
- Evaluates project changes and requests, develops options and recommends engineering actions, and coordinates activities with staff and contractors
- Collects and analyzes data and develops construction and engineering reports for current or planned utilities projects
- Evaluates plans, develops statements of work and budgets
- Assists Utilities Department staff in troubleshooting operational issues and facilitating improvements
- Directs and conducts bench and pilot scale studies as needed
- Assists with reviews of regulatory and code requirements and implementation of any required updates
- Prepares and submits grant applications and coordinates with funding agencies
- Negotiates contracts for and reviews and manages the development of consulting engineering designs, plans and specifications
- Prepares and reviews bid documentation, agreements, and documents for City Council
- Provides direction to other Engineering staff
- Conducts field reviews of current and proposed projects to determine project scope, needs and projected resources
- Performs related work as required.

**IV:**

- Plans and manages design and construction of highly complex utilities projects
- Develops and interprets engineering designs, plans, specifications and contracts for the construction of utilities projects
- Assists with the evaluation, design, construction administration and inspection of capital improvement projects

- Evaluates project changes and requests, develops options and recommends engineering actions, and coordinates activities with staff and contractors
- Collects and analyzes data and develops construction and engineering reports for current or planned utilities projects
- Evaluates plans, develops statements of work and budgets
- Assists Utilities Department staff in troubleshooting operational issues and facilitating improvements
- Directs and conducts bench and pilot scale studies as needed
- Assists with reviews of regulatory and code requirements and implementation of any required updates
- Prepares and submits grant applications and coordinates with funding agencies
- Negotiates contracts for and reviews and manages the development of consulting engineering designs, plans and specifications
- Prepares and reviews bid documentation, agreements, and documents for City Council
- Provides direction to other Engineering staff
- Conducts field reviews of current and proposed projects to determine project scope, needs and projected resources
- Performs related work as required.

## TYPICAL QUALIFICATIONS:

### I:

#### Required Education and Experience

- Bachelor's Degree in Civil or Environmental Engineering or a related field and
- An equivalent combination of education and/or experience
- Excellent written, verbal and interpersonal communication skills
- Proficiency with Microsoft Office
- Ability to work collaboratively with a diverse population

#### Required Licenses or Certifications

- Certified as an Engineer in Training (EIT) or Engineering Intern (EI) in the State of Iowa or ability to obtain State of Iowa EIT or EI certification within six months of appointment
- Valid U.S. Driver's License

#### Desired Qualifications

- Classroom and/or work experience in water and/or wastewater, or utility project design

### II:

#### Required Education and Experience

- Bachelor's Degree in Civil or Environmental Engineering or a related field and
- One (1) to three (3) years' experience in water and/or wastewater treatment and/or utility project design or
- An equivalent combination of education and/or experience
- Excellent written, verbal, and interpersonal communication skills
- Proficiency with Microsoft Office
- Ability to work collaboratively with a diverse population

#### Required Licenses or Certifications

- Certified as an Engineer in Training (EIT) or Engineering Intern (EI) in the State of Iowa or ability to obtain within six months of appointment
- Valid U.S. Driver's License

### III:

#### Required Education and Experience

- Bachelor's Degree in Civil or Environmental Engineering or a related field and
- Five (5) to seven (7) years of experience in project engineering, design and construction or
- An equivalent combination of education and/or experience
- Excellent written, verbal and interpersonal communication skills

- Proficiency with Microsoft Office
- Ability to work collaboratively with a diverse population

#### **Required Licenses or Certifications**

- Licensure as a Professional Engineer issued by the State of Iowa or if issued by another state, the ability to obtain within 6 months.

#### **IV:**

#### **Required Education and Experience**

- Bachelor's Degree in Civil or Environmental Engineering or a related field and
- Seven years of experience in project engineering, design and construction or
- An equivalent combination of education and/or experience
- Excellent written, verbal and interpersonal communication skills
- Proficiency with Microsoft Office
- Ability to work collaboratively with a diverse population

#### **Required Licenses or Certifications**

- Licensure as a Professional Engineer issued by the State of Iowa or if issued by another state, the ability to obtain within 6 months.

## **SUPPLEMENTAL INFORMATION:**

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.cedar-rapids.org/>

Position #NB193/194/588/607- 04/12/2023  
 UTILITIES ENGINEER I/II/III/IV  
 KU

101 First Street SE  
 Cedar Rapids, IA 52401  
 319-286-5000

[k.ulmer@cedar-rapids.org](mailto:k.ulmer@cedar-rapids.org)

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### **Utilities Engineer I/II/III/IV Supplemental Questionnaire**

- \* 1. Are you currently certified as a Certified Engineer in Training, Engineering Intern, or a Licensed Professional Engineer? If yes, please indicate which certification and in what state.
  
- \* 2. Briefly describe your engineering experience in the water and/or wastewater industry.
  
- \* 3. Upon employment with the City of Cedar Rapids, any secondary employment outside of the position you are hired for must be approved by the Department Director as well as Human Resources Director. (See Section 2, Subsection 06 (2.06) of the City's Personnel Policy here: <https://bit.ly/CR-206>). Please initial below if you acknowledge that you would adhere to this policy if selected for this position.
  
- \* 4. What are your salary expectations?

\* Required Question