



City of Dubuque
Water Engineering Assistant

SALARY	\$60,070.40 - \$78,561.60 Annually	LOCATION	City of Dubuque, IA
JOB TYPE	Full-time	JOB NUMBER	4960-FT-05172023
DEPARTMENT	Water Treatment & Distribution	OPENING DATE	05/17/2023
CLOSING DATE	5/31/2023 11:59 PM Central	FLSA	Exempt

Position Summary

GENERAL SUMMARY: Under general supervision of the Water Department Manager, performs technical and engineering work relating to the design and construction of the water utility. Performs related work as required. In the absence of the Water Department Manager and when called upon performs the duties and attends meetings as the water engineering activity representative.

DISTINGUISHING FEATURES OF THE CLASS: Work in the class includes the review and evaluation of water utility improvements in consultation with the department manager, the operations supervisor, and the distribution supervisor, in the evaluation of repairs and replacements of pipe lines and their appurtenances in the water distribution system; modifications, upgrades; improvements and additions to the water treatment plant and its sludge plant, pumping stations, storage facilities; and water department maintained property. Works directly with consultants to plan, develop, design, bid, award, and inspect, all work pertaining to the water utility; including new development plan reviews in compliance with City standards and policies.

Technical and engineering work is performed under the direction of the Water Department Manager relating to the design and construction of the water supply and treatment systems. The employee in this class must exercise discretion and independent judgment. This position reports to the Water Department Manager and performance is reviewed through reports and results achieved.

Job Duties

JOB DUTIES:

- Works directly with consultants to plan, develop, design, bid, award, and inspect, all work pertaining to the water utility.
- Performs and completes the review and evaluation of water utility improvements including evaluating additions, repairs and replacements of pipe lines and their appurtenances in the water distribution system; modifications, upgrades, and additions to the water treatment plant and its sludge plant and its surrounding property;
- Writes requests for proposals and bids;
- Ensures that contracts, bonds, and Certificates of Insurance are correct and on file prior to commencement of work by a contractor or consultant;

- Reviews designs for compliance with engineering principles, City standards, department requirements and local, state and federal regulations; ensures project progress on schedule and within the prescribed budget; ensures contract compliance.
- Develops City Water Standards and Specifications supplemental to SUDAS.
- Ability to use City owned GPS units
- Create and edit monthly reports to the department manager.
- Reviews departmental communications and correspondence with the department manager prior to release.
- Recommends and drafts City Manager memos, ordinance revisions, and policy documents.
- Identifies key stakeholders, organizes and sets meetings.
- Takes the lead in meetings, as directed by the Department Manager
- Assist the Water Distribution Supervisor with the development of an Annual Water Distribution Flushing Program
- Assist the Water Distribution Supervisor with an Annual Valve Turning Program
- Apply skill, knowledge, and experience to the development of capital improvement projects; the development of request for bids or proposals, preparation of loan documents for water utility improvements.
- Ability to take a leading role in completing projects on time and within budget.
- Reviews professional literature to keep current on water distribution and/or treatment issues
- Participates on industry membership committee(s) and volunteers to speak on timely and relevant industry topics
- Provides all water infrastructure data from new and proposed water improvements to the GIS Specialist for entry into GIS.
- Coordinates all water related activities with the City Planning Department and its Development Review Team.
- Plans, organizes and monitors the water distribution system budget and purchasing activities;
- Assists in developing capital projects from master planning documents.
- Recommend cost saving measures and efficiencies for the management of the water distribution system, treatment plant, and its associated facilities.
- Analyzes cost reports, work records, operating procedures, methods and equipment used to find ways of increasing effectiveness, improving results or affecting economics in operation and maintenance activities.
- Adheres to Federal, State, and Local procurement rules.
- Ability to develop purchasing specifications and purchase requisitions contracts for the purchase of goods and services
- Serves as liaison to internal and external customers and responds to requests for service and the Water Connection Fees.
- Attends educational meetings; reviews professional literature to keep current on water distribution and/or treatment issues;
- Maintains good public relations, with an emphasis on customer service; provides courteous and prompt response to customer inquiries;
- Works closely with the Water Distribution Supervisor and Water Plant Operations Supervisor
- Ensures compliance with applicable state and federal regulations, including the federal Safe Drinking Water Act.

KNOWLEDGE, SKILLS AND ABILITIES:

Water Distribution and Water Treatment Systems: Ability to perform independent evaluations and make recommendations on water utility improvements and to existing water infrastructure in compliance with sound engineering practices and principles. Acknowledges the importance of documenting problems and the solution. Understands the critical elements of the water distribution system and the water treatment facility. Considerable knowledge of the materials, methods and practices used in the operation and maintenance of the water distribution system and water treatment plants, including well fields, pump stations, storage reservoirs, water meters, two-way radio water meter read, backflow prevention and GIS programs

Capital Projects & Construction Management: considerable knowledge of the principles and practices as they relate to capital projects and construction management; considerable knowledge of current methods and techniques relating to the design, construction and maintenance of the water distribution system and related facilities;

Mechanical Functions: considerable knowledge of the operation and maintenance of pumps and motors with an emphasis on efficient energy use;

Safety Awareness: considerable knowledge of all safety requirements related to the water distribution activities (i.e. personal protective equipment, excavation safety, machine and equipment guarding, chemical hazards and labeling and confined spaces);

Industry Principles, Concepts, & Regulations: considerable knowledge of recent developments, current literature and sources of information in the water distribution field; considerable knowledge of American Water Works Association (AWWA) standards, Environmental Protection Agency (EPA) regulations, Iowa Department of Natural Resources (IDNR) rules and regulations, the federal Safe Drinking Water Act (SDWA) and all other applicable rules and regulations related to the water industry;

Data Analysis and Records Management: considerable knowledge of record keeping methods and practices, alternative service level budgeting systems, performance-based evaluation systems, the methods and techniques of preparing a multi-year capital improvement program budget and organizational development concepts;

Engineering and Review: ability to plan, develop and interpret engineering and construction plans, drawings and specifications; analytical and mathematical skills;

Project Management: ability to balance multiple projects and priorities while taking a leading role in completing projects on time and within budget; ability to plan and organize work for the accomplishment of objectives;

Problem Solving and Decision Making: ability to make decisions recognizing established practices and use resourcefulness and tact in solving problems; ability to perform a variety of tasks without close supervision;

Communication: ability to prepare clear, concise and accurate reports; ability to interpret programs and policies to public and private groups and to the general public; ability to communicate clearly, both orally and in writing; and public speaking skills;

Continuous Improvement: ability to challenge traditional ways of doing things by implementing new and inventive ways of accomplishing department objectives;

Interpersonal Skill/Teamwork: ability to establish and maintain effective working relationships with employees, contractors, plumbers, developers, government officials, representatives of various agencies and the general public;

Use of Technology: skill in the use of applicable computer software programs;

City of Dubuque Values: demonstrated ability to follow a management philosophy that is input oriented and values problem solving and the development of partnerships; ability to work effectively as a member of a team; a desire to be part of an organization that values service, people, integrity, responsibility, innovation, and teamwork.

Qualifications

MINIMUM QUALIFICATIONS:

- Bachelor of Engineering in Civil or Environmental engineering or in a related field with considerable experience, minimum of 5-years, in the field of water utilities including water distribution and/or water treatment systems
- Or equivalent experience, plus a high school diploma, in a technically relevant project management role with a minimum of 7-years of experience working on utility related projects of increasing or equally challenging difficulty, and supplemented by technical training in a related civil or environmental engineering field;
- Excellent project management skills
- Must have strong written and verbal communication skills
- Possession of or the ability to obtain and maintain a state of Iowa Grade IV Water Distribution License within 48 months after appointment;

- Possession of or ability to obtain and maintain a valid Iowa driver's license.

PREFERRED QUALIFICATIONS:

- Iowa Professional Licensed Engineer in Civil, Environmental, or Water Resources
- Field management experience a plus

Supplemental Information

FLSA STATUS: Exempt

RESIDENCY REQUIREMENT: Employee shall establish their principal place of residence either within the city limits or within thirty (30) miles of the corporate city limits of the city of Dubuque by the most direct street, road or highway as soon as practicable after appointment, but within two years of appointment.

The City of Dubuque is an equal opportunity employer. All applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability or veteran status.

Agency

City of Dubuque

Address

Human Resources Department
50 W 13th Street
Dubuque, Iowa, 52001

Phone

563-581-2557

Website

<https://www.governmentjobs.com/careers/dubuqueia>

Water Engineering Assistant Supplemental Questionnaire

***QUESTION 1**

Do you possess a Bachelor of Engineering in Civil or Environmental engineering or in a related field with considerable experience, minimum of 5-years, in the field of water utilities including water distribution and/or water treatment systems?

- Yes
 No

***QUESTION 2**

Or do you have equivalent experience, plus a high school diploma, in a technically relevant project management role with a minimum of 7-years of experience working on utility related projects of increasing or equally challenging difficulty, and supplemented by technical training in a related civil or environmental engineering field?

- Yes
 No

***QUESTION 3**

Do you possess or have the ability to obtain and maintain a state of Iowa Grade IV Water Distribution License within 48 months after appointment?

- Yes

No

* Required Question