

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV75574
Job Class Code:	270	Salary Schedule:	ASRRUTIL
EEO Category:	01	Grade:	25
Workers Comp Code:	8601		

Job Code Established:	12/20/99	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Utilities Engineer Series

JOB CODE TITLE: UTILITIES ENGINEER SUPERVISOR

HRIS TITLE: UTILS ENGR SPV

WORK DESCRIPTION: Acts as the Supervisor of a small number of technical staff experts (Utilities Engineers) engaged in professional engineering consultative work requiring possession of special knowledge and application of advanced engineering practices and procedures, advising Commissioners, management, staff, and utilities on the most difficult, complex and technically demanding engineering assignments, and representing the Utilities Division (and sometimes the Commission) before other State and Federal agencies, consultants, contractors, the public, and the courts as an expert witness. The above work is done in one of the following areas: water, wastewater, telecommunications, electrical, and gas.

WORK ACTIVITIES: Reviews and approves work products of subordinates.

Reviews work products from consultants or other personnel providing technical directions and guidance.

Examines and verifies complex numeric data, construction plans and specifications.

Confers with representatives of other agencies, communities, consultants, contractors and the public as the representative of the utilities division (and sometimes the commission).

Writes detailed technical reports, agreements, research, investigation or inquiry in prescribed format.

Reviews, analyzes and evaluates results of technically difficult tests relating to design, construction and operation of utility systems.

Attends professional work seminars, meetings and conferences as a participant and representative of the utilities division (and sometimes the commission).

Searches plans, map records, and technical journals for information regarding current professional practices and procedures.

Testifies in formal hearings and in court as an expert witness.

Participates in legislative rule development.

Analyzes, evaluates and reviews work procedures, methods and rules to make and develop work related practices.

Gives and receives information requiring considerable judgment and knowledge regarding current and specific business practices.

Confers with subordinates and upper management to discuss work processes, incidents, problems and plans.

Reads and interprets federal, state and local codes and regulations in order to prepare or utilize reports used in work activity.

Performs related work as required.

WORK CONDITIONS: Depending on work location and assignment may be required to supervise work full-time outside, thus exposed to cold and heat; considerable travel away from home base may be required.

SUPERVISION: Works under the direction of the Chief Utilities Engineer. Exercises considerable and significant independent judgment. Requires very minimal supervision. Has supervisory responsibility over Utilities Engineers.

WORK RESULTS/PRODUCTS: Produces and reviews the work of subordinates that produce a variety of engineering solutions and/or studies; completed complex project sites inspections; completed construction site inspections; completed evaluations of construction costs and depreciation of complex facilities; properly maintained utility systems, engineering materials, reports and documents.

RESPONSIBILITY: Supervises and assists in scheduling the work activities of subordinates; reviews and develops detailed technical solutions, studies, documents, and reports; timely and accurate completion of assigned projects of position and of others.

AUTHORITY: Approves or disapproves work related to specific areas of assignment and that of subordinates; prioritizes assigned tasks as required for area of assignment and that of subordinates; makes recommendations for cease and desist orders and orders to show cause; determines facilities compliance with rules, regulations, policies and procedures; establishes compliance schedules.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Principles and practices of several engineering disciplines (civil, electrical, petroleum, industrial, environmental, telecommunications, mechanical, and chemical) as applied to the design, development, construction and maintenance of utility systems; Federal and State statutes, agency standards, regulations, policies and procedures pertaining to area of assignment; Safety practices and public relations practices; Methods, procedures and techniques utilized in management of assigned resources; Computer applications that pertain to area of assignment; Accounting and engineering economics principles as related to utilities rate making; Research techniques related to highly complex assignments;

Skill/Ability to: Personnel management; Work management and leadership; Interpreting and analyzing a wide range of highly technical engineering data; Verbal and written communications; Writing technical reports pertaining to assignments; Interpersonal relations, as applied to contacts with subordinate personnel, other governmental agencies, contractors, consultants, and the public; Developing and implementing appropriate standards, procedures, and priorities related to area of assignment.

SPECIAL SELECTION FACTORS: Bachelors Degree in Engineering (civil, electrical, petroleum, industrial, environmental, telecommunications, mechanical, Chemical, or other equivalent) from an accredited university appropriate for the area of assignment and eight years of progressively more difficult experience in the area of assignment. Registration as a Professional Engineer in the State of Arizona (or proof of reciprocity) may substitute for the engineering degree and three years experience. Masters Degree in Engineering may substitute for one year of experience. Doctoral Degree in Engineering may substitute for three years experience. Three years experience as a Utilities Engineer or Three years supervisory experience.