



City of Tempe

WATER ENGINEERING MANAGER

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	627	<i>Department:</i>	Municipal Utilities
<i>Supervision Level:</i>	Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Water Engineering Manager
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	Yes

Click [here](#) for more job classification information including current salary range.

REPORTING RELATIONSHIPS

Receives direction from senior management.

Exercises direct supervision over subordinate supervisors and professional and technical staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Seven (7) years of experience as a professional engineer in water and wastewater utility design, construction and unit process control and optimization, including municipal finance and budgeting experience and three (3) years of supervisory experience.
<i>Education:</i>	Bachelor's degree in Civil, Environmental, Mechanical or Chemical Engineering or degree related to the core functions of this position.
<i>License / Certification:</i>	<ul style="list-style-type: none"> ● Possession of a valid driver's license. ● Possession of a Certificate of Registration as a professional engineer in the State of Arizona at time of hire.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To manage the engineering activities of the Municipal Utilities - Water Utilities Division including development and implementation of the capital improvement program, utility systems planning, management of design, new construction and facility rehabilitation. Responsible for managing infrastructure projects, providing expert technical and regulatory assessments and performing liaison/communication responsibilities between the Water Utilities Division and the public, outside agencies and other City departments.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Recommend, participate and assist in the development and implementation of section and department goals, objectives, policies and procedures.
- Review comprehensive reports, provide detailed, technical information and recommendations and consult and advise the Municipal Utilities Director, City Engineer and City Manager's Office regarding engineering and planning matters related to the development, maintenance, repair and operation of the City's utilities infrastructure.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures including contracted staff, consultants, and
- Plan, prioritize, assign, supervise and review the work of staff involved in engineering, planning, design and infrastructure management, hydrogeology, Geographic Information Systems and asset management for the Municipal Utilities - Water Utilities Division.
- Prepare long-range plans and cost estimates, identify priorities, implement and develop the 10-year Capital Improvement Program; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; conduct fiscal/economic impact studies and cost/benefit analyses to prepares budget projections; assist with the review and make recommendations on water rate, fee and charge structures.
- Oversee the administration, budgeting and monitoring of utility infrastructure planning and project implementation that includes water treatment plants, reservoirs, booster pump stations, collection system and pump stations, water and collection system metering stations, storm water infrastructure, potable water recovery wells, groundwater recharge wells, and water transmission and distribution and collection systems
- Develop, negotiate and administer contracts related to the programs, services and facilities managed and maintained by the division; work with city attorneys to prepare agreements and contracts.
- Represent the City in legal matters for Water Engineering.
- Coordinate updating and revising existing City codes, ordinances and design standards.
- Provide project management, oversight and administration of contracts for engineering studies and design and construction projects by preparing solicitation documents, evaluating and recommending contract awards, processing submittals, payments, change orders, directives and project close out documentation.
- Work with City Attorney's Office regarding contractual approvals or issues and intergovernmental agreements; work with the City's Communication and Marketing and Neighborhood Services offices in conveying projects to stakeholders.
- Interpret engineering documents, reports and testing results for use in planning, evaluation and decision making; monitor and evaluate the continued efficiency and effectiveness of service delivery and assess workload, reporting relationships and opportunities for improvements within the programs, services and facilities managed and maintained by the divisions.
- Negotiate professional service agreements and cooperative project agreements with other agencies; locate sources and obtain outside funding for city projects.

- Consult and coordinate with Water Utility Division staff to study, develop and implement cost saving utility optimization strategies related to energy, water quality and processes.
- Oversee the management and development of potable water, collection system and storm water special projects relating to planning, engineering, development, policies and standards for the City; participate in all water resources master planning efforts and provide input including future land use, water demands, water reclamation-related projections and development trends.
- Communicate with other City departments concerning water, collection system and storm water infrastructure and how existing or proposed water, collection system and storm water infrastructure complements or conflicts with planning and construction activities proposed by other City departments.
- Coordinate and establish relationships with local utility companies to identify potential conflicts with planned water, collection system and storm water infrastructure.
- Present before other governmental and private groups and organizations.
- Prepare or supervise preparation of programs to meet the future needs of the community.
- Plan work schedules, determine project assignments, prioritize infrastructure improvement and maintenance needs of department facilities.
- Troubleshoot complex projects and interpret administrative policies to subordinates, other departments, consultants, contractors and the public.
- Exercise and apply independent professional judgment, initiative and skills in the resolution of complex infrastructure/operations engineering and planning matters.
- Participate in conceptualization, review and approval of private development engineering plans relative to the water and wastewater infrastructure.
- Oversee system modeling studies of the distribution, collection and stormwater infrastructure.
- Maintain databases for water, wastewater and stormwater infrastructure system models.
- Maintain records, interpret results and prepare reports.
- Provide pro-active performance planning utilizing performance management tools.
- Perform other duties as assigned.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective June 2023

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Water Engineering Manager

Job Code: 627

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	X	
Will this vehicle require a Commercial Drivers License?		X

	Never 0% of time	Occas. 1-35% of time	Freq. 36-65% of time	Contin. 66-100% of time

ENDURANCE				
Sit		X		
Stationary / Stand		X		
Move / Traverse		X		

WORK WITH OR EXPOSURE TO THE FOLLOWING				
Machinery*	X			
Electrical*	X			
Power Tools*	X			
Hand Tools*	X			
Personal Protective Equipment*		X		
Fumes		X		
Computer Software		X		
Chemicals	X			

ENVIRONMENT				
Indoors				X
Outdoors		X		
Working in or around water		X		
Extreme Heat		X		
Extreme Cold		X		
Office Setting				X
Confined Spaces	X			
Excessive Noise**		X		
Heights		X		
Sewage Exposure	X			
Bodily Fluid Exposure	X			

VISION REQUIREMENTS	YES	NO
Close (clear vision at 20 inches or less)	X	
Distance (clear vision at 20 feet or more)	X	
Color (ability to identify and distinguish colors)	X	
Depth Perception (three-dimensional vision, ability to judge distances and spatial relationships)	X	
Peripheral (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)	X	
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)	X	
No Special Vision Requirements		X

Maximum LIFT / CARRY	Lift	Carry
5-25lbs		
26-50lbs	X	X
51-75lbs		
76-100lbs		

Maximum PUSH / PULL	Push	Pull
5-25lbs		
26-50lbs	X	X
51-75lbs		
76-100lbs		

MOVEMENT	YES	NO
Bend / Stoop / Twist	X	
Crouch / Squat	X	
Kneel / Crawl	X	
Above Shoulder Level	X	
Below Shoulder Level	X	
Repetitive Arm Use	X	
Repetitive Wrist Use	X	
Repetitive Hand Use	X	
Climb Stairs / Ladders	X	
Neck Range of Motion	X	
Traverse Uneven Surface	X	
Traverse Even Surface	X	

ADDITIONAL CONSIDERATIONS:
- May require working extended hours.
- May work alone for extended periods of time.
- Other mental attributes essential to this classification.

*DEFINITIONS/EXAMPLES
Machinery: bucket truck, riding mowers, backhoe etc.
Electrical: wiring, outlets, fuses etc.
Power Tools: push mowers, jackhammers, drills, chainsaw etc.
Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc.
Personal Protective Equipment: respirators, Tyvek coveralls, hard hats, fall protection harness etc.

**** Hearing test is required**