



Board of Public Utilities

City of Cheyenne, Wyoming

ENGINEERING & WATER RESOURCES DIVISION MANAGER

Division:	Executive	Class Code:	2154
Revised Date:	November 2016	FLSA Status:	Exempt

GENERAL PURPOSE: Under limited supervision, manages, plans, directs and coordinates assigned personnel and the various functions of the Engineering & Water Resources (EWR) Division of the Board of Public Utilities (BOPU); includes engineering and construction services, Geographical Information System (GIS), System Control and Data Acquisition (SCADA), utility Inspection and source water supply including Dams and Reservoirs; assures EWR services are provided in compliance with BOPU, city, state and federal rules, regulations, policies and procedures.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Keeps the mission, vision and values of the Board of Public Utilities at the forefront of decision making and action; builds strategic and collaborative relationships and interacts with others in a way that builds confidence and trust; provides excellent customer service by taking action to accomplish objectives, maintaining high levels of work and productivity, and generating innovative solutions to work situations.
- Serves as principal advisor to the Director on EWR matters; exercises independent judgment within broad policy guidelines; evaluates, analyzes and develops solutions for issues; identifies and monitors goals and objectives; coordinates and implements actions required to meet the needs of internal and external customers; manages projects, contracts and budgets.
- Manages the EWR Division functions which include project engineering, construction and permitting services, GIS, SCADA, control systems, utility inspection, and source water supply; assures services are provided in compliance with federal, state and local rules and regulations and BOPU policies and procedures; assures effective communication of EWR matters and projects.
- Develops plans, procedures, programs, and policies to achieve goals and objectives of the EWR Division; interprets laws, rules and regulations for technical procedures.
- Manages the activities of the EWR supervisory personnel to achieve mission, vision, goals and performance standards; plans, prioritizes and assigns tasks and projects; instructs and trains staff, monitors work, develops staff skills, and evaluates performance; meets regularly with EWR staff to discuss and resolve workload and technical issues; resolves personnel issues and authorizes personnel actions.
- Plans, directs and coordinates EWR Division programs and projects; establishes appropriate staffing and service levels; monitors operations, analyzes workload trends, evaluates the efficiency and effectiveness of service delivery methods, implements staffing adjustments, and allocates resources.
- Provides technical support and assistance to BOPU staff; analyzes engineering and source water supply issues and develops solutions; interprets and explains policies and procedures; assures that all EWR issues are addressed and resolved.
- Meets regularly with representatives from city, county, state, and regional agencies to coordinate engineering and source water supply project activities; attends city council and committee meetings as required.
- Manages the operations and maintenance of the Board's eight (8) Dams and Reservoirs including regulations governing safety of dams.

JOB DESCRIPTION

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MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Civil Engineering or related field; AND seven years of professional civil engineering experience, including project management and public utilities experience; OR an equivalent combination of education, training and experience.

Required Licenses or Certifications:

- Driver's license valid in Wyoming with good driving record.
- Registration as a Professional Engineer in the State of Wyoming. Transfer of registration from another state must be completed within six months from date of hire.
- Level 2 Distribution System Operator and Level 2 Collection System Operator certifications from Wyoming Department of Environmental Quality are preferred.
- Depending on the needs of the BOPU other job specific training and certifications may be required.

Required Knowledge of:

- Policies and procedures relating to engineering and construction management.
- Principles and practices of public sector administrative management, including performance management, personnel rules, cost accounting, budgeting, procurement, contract management, and supervision.
- Techniques for efficient and cost effective management of resources.
- Policies and procedures relating to the operation and maintenance of water and water reclamation systems.
- Civil engineering methods and practices for project planning, designs, technical plans, specifications, estimates, and reports for civil engineering and water & water reclamation projects.
- Federal, state and local codes and regulations governing civil engineering, municipal utilities, environmental science, and the conservation, reclamation, and transmission of water.
- Wyoming Department of Environmental Quality, Water Quality Division rules and regulations, and American Water Works Association (AWWA) standards and best practices.
- Federal, state, and local codes and regulations governing reservoirs operations and safety of dams.
- Principles of design, construction and maintenance of public works projects.
- Political and environmental issues influencing regional water agencies.
- Principles and practices of government project management and contract compliance standards.
- Theory, principles and practices of Geographic Information Systems.

Required Skill in:

- Analyzing EWR issues, interpreting laws and regulations, evaluating alternatives, and developing recommendations, strategies and operational improvements.
- Assuming executive-level responsibilities, projecting consequences of proposed actions, and making appropriate decisions, while assuring compliance with BOPU goals and objectives.
- Interpreting and applying engineering and safety standards, complex variables, federal, state and local regulations, BOPU specifications and design standards, and City policies and specifications.
- Analyzing and evaluating technical engineering data and construction documentation.
- Applying engineering theory and skills to solve BOPU project issues and problems.
- Coordinating the work of staff and assessing and prioritizing multiple tasks, projects and demands.
- Supervising staff, delegating tasks and authority, and evaluating staff performance.
- Establishing and maintaining cooperative working relationships with co-workers, public officials, and representatives from other local, state, and federal agencies.
- Operating a personal computer and iPad utilizing a variety of standard and technical software, including GIS.

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- Effective verbal and written communications.

Working conditions:

Work Environment: Work is performed primarily in a standard office environment; frequently required to travel to various locations within area and to remote locations to observe field work and guide tours; occasional exposure to safety hazards that include working around construction sites and exposure to poor ventilation.

Physical Demands: Light physical work requiring occasional lifting, carrying and pulling of objects weighing up to 25 pounds; specific vision abilities required by this job include close vision, distance vision, depth perception, color vision, and ability to adjust focus. While performing the duties of this job, the employee is frequently required to sit, use hands and fingers to operate a computer and keyboard; occasionally required to stand, stoop, crouch, balance, kneel, and climb; constantly required to verbally communicate and to hear ordinary conversations.