

SHEFFIELD UTILITIES
POSITION DESCRIPTION

FOR

CIVIL ENGINEERING ASSOCIATE

DEPARTMENT **ELECTRIC**
 X **GAS**
 X **WATER**
 X **WASTEWATER**

COST CENTERS 410 & 480 **MAJOR**

DATE	APPROVED BY
03/14/18	<i>S. Hargrove</i>
ORIG. DATE	01/03/01
Last Revision	05/19/09

REPORTS TO: Civil Operations Manager

DIRECTS: Assigned help as necessary

GENERAL DESCRIPTION OF POSITION:

Position requires a working knowledge of the department to which assigned in order to determine the best and most cost-effective method of serving our customers. Additionally, the position requires the ability to integrates field equipment and maintain system maps. This position is responsible for Gas regulation data compliance along with Water and Wastewater jobs. Draws up service jobs and assists with Department locates. This position maintains compliance manuals of Natural Gas Distribution and meets PSC auditors for inspections. The position maintains O & M Manual, OQ Manual, DIMP Program, Public Awareness Program, Leak Survey Scheduling, City Storm Water Maps, and is a liaison with contractors and the state on Maps and Utilities. This position is the first point of contact with the Public Service Commission (PSC).

ESSENTIAL REQUIREMENTS:

EDUCATION & EXPERIENCE

Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:

PAY GRADE:

- Junior Civil Engineering Associate entry level position.
- Civil Engineering Associate 4 -10 years' experience related utility engineering experience with a utility firm.
- Senior Civil Engineering Associate 10+ years' experience related utility engineering experience with a utility firm.

REQUIRED:

1. GIS experience or degree in GIS.
2. Meeting requirements of Job Description.

DESIRED:

1. Working knowledge of water, gas, or wastewater utilities.
2. Two years of technical school with a strong emphasis in math and science.
3. Two-year degree in drafting design or other computer related field, or engineering degree.
4. Two or more years of responsible experience in mapping using AutoCAD/ArcView.
5. **GIS MAPPING:** Ability to teach and train others in the use of AutoCAD/ArcView.
6. Water Certificate I and Wastewater Certificate IC.
7. PSC PHMSA Regulation knowledge and experience.

KNOWLEDGE, ABILITIES, AND SKILLS:

1. Thorough knowledge of AutoCAD/ArcView to provide detailed design drawings for construction.
2. Thorough knowledge of AutoCAD/ArcView to map and maintain the distribution system.
3. Thorough knowledge of Microsoft Word and Excel and the ability to efficiently operate a computer and other computer software, in order to prepare documents and to track and maintain records.
4. Responsible for assuring that maintenance of assigned vehicle is performed as required.
5. Thorough knowledge and application of materials.
6. Ability to provide most economical route and estimate to customers.
7. Ability to obtain knowledge of and apply local, state, and federal regulations.
8. Ability to research information to secure and record necessary easements.
9. Ability to maintain file of easement records.
10. Ability to maintain an effective working relationship with other employees and the public.
11. Ability to deal with public relation problems courteously and tactfully.
12. Thorough knowledge of organization.
13. Ability to prepare permits for outside agencies such as the Highway Department, Railroad, TVA, County, etc.
14. Ability to orally communicate by phone, radio, and person-to-person in the English language.
15. Ability to write intelligent correspondence to peers/customers using E-mail and/or U.S. Mail.
16. Ability to see, read, and comprehend written material and drawings in the English language.
17. Ability to fill out time sheets, make written notes on work orders, fill out material requisitions, etc.

18. Ability to read, write, and comprehend simple instructions, correspondence and memoranda.
19. Ability to verbally correspond with co-workers, supervisors, and clients.
20. Actively promotes communication, cooperation, and coordination with all employees.
21. Promotes and supports morale and harmony within the department by respecting others and dispelling gossip.
22. Ability to support and adhere to Sheffield Utilities Core Values is essential to this position.

PHYSICAL

The following is a summary of physical demand requirements of the job Engineering Associate.

1. Capable of working at a computer for long hours.
2. Ability to climb, stoop, squat, crawl, kneel, twist, stand, reach, stretch, and use hands and fingers.
3. Able to lift or move a 25-pound object.
4. Must be able to remove Water & Sewer man hole lids.
5. Able to walk at least a mile at a steady pace.
6. Capable of carrying surveying and locating equipment.
7. Able to drive ground stakes.
8. Able to safely operate a motor vehicle.
9. Able to cut survey paths using a chainsaw and brush blade.
10. Must be able to climb in and out of tight and confined spaces (i.e. sewer man holes, lift stations).

The following lists the essential physical demands required to complete the activities listed in number 1 and 2 under PHYSICAL.

LIFT: Floor to waist at frequent basis in the LIGHT to MEDIUM work classification.

Waist to shoulder at occasional basis in the LIGHT to MEDIUM work classification.

Shoulder to overhead at occasional basis in the LIGHT to MEDIUM work classification.

CARRY: carrying tasks require frequent carrying of items in the LIGHT level work.

PUSHING: requires the ability to push in the LIGHT work classification on constant basis.

PULLING: requires the ability to push in the LIGHT work classification on constant basis.

STANDING: Occasional to Frequent basis required.

SITTING: Occasional to Frequent basis required.

WALKING: Occasional to Frequent basis.

SQUATTING: Occasional basis.

KNEELING: Occasional basis

SUSTAINED KNEELING/CROUCHING: Occasional basis.

BALANCE: requires good balance for ambulation on uneven ground, inclines,

declines elevated heights, in and out of ditches.

LADDER CLIMBING: Seldom basis.

STAIR CLIMBING: occasional basis.

OVERHEAD REACHING: occasional basis, occasions when lifting or pushing.

ENVIRONMENTAL

1. Normal office environment when not in the field.
2. Field work in all types of terrain and weather will constitute approximately forty (40) percent of the day's work.

OTHER

1. Maintain a valid Alabama driver's license.
2. An operating telephone. The number must be provided and kept current with General Manager's Office and Supervisor.
3. Ability/willingness to respond quickly in times of outages to Supervisor's call to come to work and to work extended hours until assistance is no longer needed by Supervisor.
4. Ability/willingness to respond quickly to perform emergency locates when called to do so during normal working hours as well as times other than normal working hours.

NATURE AND SCOPE OF RELATIONSHIPS

INSIDE COMPANY

1. Works closely with Engineering Supervisor and other associates to perform assigned tasks.
2. Works with Warehouse personnel as necessary.
3. Works with Accounting Department as necessary.
4. Works with Applications Clerk as necessary.
5. Works with other Supervisors as necessary.

PUBLIC

1. Works with customers to provide the most efficient and economical route of service.
2. Discusses and helps solve technical problems.
3. Provides detailed information for customers so they will have all the facts to help them decide what best suits their needs.
4. Maintains good public relations with general public.
5. Works with TVA, Highway Department, County, PSC, ADEM, and others in a courteous and professional manner.
6. Works with residential and commercial customers in a professional manner.

DEPARTMENT REQUIREMENTS

TYPICAL ACTIVITIES PERFORMED

CIVIL ENGINEERING

1. Enters and maintains the computer files on the operation and maintenance procedures of the Gas Department.
2. Updates gas, water, and wastewater system maps.
3. Updates annual Gas Leak Survey route on computer and prints route for survey crew.
4. Performs pipe to soil potential readings to determine steel gas service lines that need anodes.
5. Maintains records on each individual gas and water valve card in system.
6. Performs and maintains file of physical movement tests at three-month intervals.
7. Performs and maintains monthly odor calculations.
8. Researches and prepares DOT Annual Report that is sent to federal and state agencies.
9. Changes pressure recording charts and records odor tank volumes weekly and maintains both on file.
10. Keeps file on all Gas orders and enters in computer log.
11. Sketches and maintains file of all Gas services.
12. Sketches and stakes all gas and water main extensions.
13. Maintains file of all Gas Leak Reports.
14. Inspects contract work to assure Company standards are followed.
15. Maintains fire hydrant flushing list.
16. Prepares permits for outside agencies such as the Highway Department, Railroad, TVA, County, etc.
17. Designs, stakes, draws prints, and requisitions materials for jobs handled.
18. Applies local, state, and federal regulations pertaining to utility construction.
19. Calls line locates through the Alabama One Call service and locates gas, water, and wastewater facilities.
20. Prepares easements before the job is released making sure all the information is correct.
21. Prepares work orders for maintenance or upgrade of system facilities and new extensions.
22. Maintains file of meter tests and/or tune-ups performed by contractors.
23. Works closely with Plant Superintendent and General Foreman on specific jobs.
24. Has working knowledge of Water Plant and Wastewater Plant.
25. Prepares bid packages for building maintenance and construction.
26. Performs other activities as may be required.

GIS MAPPING

1. Self-motivated and comfortable with working on projects alone.
2. Responsible for mapping existing utilities with GPS.
3. Responsible for maintaining updates to water, gas, and sewer systems.
4. Responsible for updating gas leak survey route map.

5. Responsible for maps of city projects.
6. Assists the Fire Department with needed maps.
7. Responsible for keeping wall mounted maps up-to-date and reprinted annually.
8. Responsible for mapping new Gas, Water, and Wastewater construction.
9. Maintains a weekly time sheet.
10. Keeping up with filed work order updates.
11. Responsible for setting goals for GIS to improve its efficiency.
12. Updates building and street data.
13. Assists NACOLG and SEDA with various economic development projects.
14. Capable of printing paper maps to scale.
15. Able to add attribute data to existing maps.
16. Able to read and interpret maps.
17. Communicates with Data Processing to link GIS to customer database.
18. Performs other assigned tasks given by Civil Operations Manager.

RESIDENCY: Must abide by the Residency Policy of Sheffield Utilities.

This position description provides an overview of the referenced position but the job is not limited by this description. In other words, the individual performing this job may be called upon to perform other duties not listed here at any time as directed by Management of Sheffield Utilities.