



**Harpeth Valley Utilities District**  
**Job Description**  
Effective: August 1, 2023

**General Information:**

Title		Grade
Development Services Engineer		TBD

Reports To	FLSA Status
Assistant General Manager	Exempt

**Primary Purpose:**

Under administrative supervision, performs complex professional engineering duties including those related to project management, water resources planning, plans and specification review; ensures work quality and adherence to professional engineering standards; and cooperates and assists District departments, consultants, and outside agencies regarding engineering and development projects.

**Principal Duties & Accountabilities:**

- Manages and coordinates construction projects for new developments with District staff, contractors, developers and consultants; performs a full range of project management and administration duties.
- May manage, oversee or coordinate District construction projects with District staff, contractors and consultants; perform a full range of project management and administration duties.
- Develop or assist staff developing master plans which focus on specific areas in the District and identify potential deficiencies in future water and wastewater service; predicts future water and sewer demands.
- Oversee the development of construction contract documents by consultants and staff; ensuring compliance with District policies and procedures as well as federal, state, and local codes, rules and regulations.
- Responsible for assigned regulatory reporting (ex. Documentation and record keeping showing compliance with regulatory requirements regarding infrastructure construction)
- Works with the management team to develop annual District budgets.
- Prepares and administers consultant contracts with consultants.

- Coordinates construction bidding activities.
- Assumes responsibility for ensuring operational and administrative completion before the transfer of projects from the construction phase to operation and maintenance status; participates in field reviews of existing District assets.
- May prepares a variety of analysis and reports for the management team and the Board of Commissioners.
- Performs other related duties as required.

### **Qualifications:**

The applicant should demonstrate possession of certain traits essential to the performance of described duties and the abilities to;

- Perform advanced level professional engineering duties involved in the design, development, and construction management of a variety of construction/capital improvement projects.
- Prepare, review, interpret, analyze, and modify complex engineering plans, drawings, specs, contract documents, and engineering reports for conformance to professional standards and approved budgets.
- Build consensus among team members, internal and external customers, and management staff.
- Collect, assimilate, and evaluate data to support recommendations related to District projects.
- Interpret, apply, and ensure compliance with pertinent federal, state, and local laws, codes, and regulations, and District Policies and Procedures.
- Oversee the work of assigned staff, consultants, and contractors.
- Manage multiple tasks and projects and prioritize work loads and objectives.
- Ensure adherence to established safety rules, regulations, and guidelines.
- Work cooperatively with other District departments and outside agencies.

### **Management Responsibility:**

May manage assigned administrative, technical , and craft labor staff Management responsibilities include assigning and directing work, coaching, timekeeping, evaluating performance, providing performance feedback.

**Education, Work Experience and/or Training** – typically possessed by qualified candidate.

Education: Equivalent to Bachelor's Degree from an accredited college or university with major course work in civil engineering or related fields.
Experience: At least 12 years of increasingly responsible experience as a Professional Engineer that includes water utility engineering and project management experience.
License/Certifications: Licensed Professional Engineer in the State of Tennessee and a Valid driver's license.

**Knowledge, Skills, and Abilities** – typically needed for competent performance:

	<b>Level</b>
Microsoft Word, Excel, & Outlook or similar applications	Advanced

Principles & practices of complex project management & administration	Advanced
Principles & practices of complex civil engineering with emphasis on planning, design & construction of water & wastewater facilities.	Advanced
Methods & techniques of complex contract negotiations & administration.	Advanced
Multi-tasking ability (Prioritize, Organize, and Schedule Work)	Advanced
Problem Solving (Identify, Analyze, Research, Evaluate, and Resolve) including conflict resolution.	Advanced
Occupational hazards and standard safety practices.	Advanced
Human Relations Skills (Written, Verbal, and Client Service).	Advanced
District & departmental Policies & Procedures.	Advanced
Pertinent federal, state, & local laws, codes, & regulations.	Advanced
Principles & practices of project budget preparation and management.	Advanced

**Physical Demands**– indicate frequency of exposure:

Limited (monthly/occasional), Regular (weekly/moderate), Extensive (daily/frequent)

	<b>Frequency</b>
Keyboarding	Extensive
Sitting, standing, walking, stoop, bend, kneel, crouch, crawl, climb, reach & twist, push, pull, lift &/or carry light to moderate amounts of weights.	Extensive
Operate assigned equipment & vehicles	Extensive

**Working Environment:**

Typical office environment
Plant & field environment; exposure to noise, dust, grease, fumes, gases, potentially hazardous chemicals, electrical energy, & inclement weather conditions including wet &/or hot & humid conditions; work around water; work on slippery surfaces; regularly work near moving equipment & mechanical parts; and work around moderately loud noise levels; may be required to work evenings, nights, & weekends.

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and job specifications required of employees so classified. HVUD reserves the right to revise as needed. The job description does not constitute a written or implied contract of employment.