

**COLUMBIA POWER AND WATER SYSTEMS
POSITION DESCRIPTION**

Job Title:

Water Engineering Manager

Effective Date:

Reports To:

Vice President of Water Operations

Supervises Directly:

Water Engineering Technicians
Water Engineer/Engineering Technician
Water Meter Technician

Supervises Through Subordinates:

None

Purpose for the Position:

An exempt position to perform engineering required for plant additions and modifications. Conducts economic and system planning studies. Supervises, trains, and directs engineering staff in the design, planning, and development of water system facilities.

Essential Responsibilities:

1. Develops and maintains a distribution system model for use in system analysis, planning, and improvements
2. Works closely with Operations to ensure the effectiveness and efficiency of the system
3. Maintain water distribution system maps
4. Prepare as-built drawings
5. Site plan preparation and review
6. Hydraulic calculations
7. Draw or oversee the completion of highway permits
8. Manage Engineering personnel in carrying out duties
9. Designs and drafts permit and construction drawings for any alterations, replacements, or expansions to the CPWS distribution system
10. Develops bid contracts and specifications for construction contracts and for materials/equipment for plant additions
11. Prepare cost estimates
12. Ensures the integrity of GIS data

13. Explains CPWS policies, provides system information, advice, and technical assistance to consultants, developers, contractors, customers, and other agencies and departments
14. Develops and maintains construction standards
15. Reviews construction plats and final plats to ensure new development meets CPWS' standards
16. Evaluates developer-installed facilities to ensure that they meet CPWS' standards
17. Remains on call as needed during 24-hour rotational standby duty
18. Establishes timelines and schedules for completion of projects on time and within budget
19. Establishes and enforces internal procedures, standards, and regulations
20. Trains and develops employees
21. Performs Performance Appraisals
22. Performs discipline when appropriate
23. Assists with preparation of annual budget and operates within budget limitations
24. Other work as assigned

To do this kind of work, you must be able to

- use mathematics with ease
- use computer analysis programs
- solve problems involving Systems
- work on various projects
- deal with people in courteous manner

Essential Functions of the Job:

1. Acknowledge and adhere to all CPWS policies
2. Regular attendance at work
3. Perform duties safely without endangering self, others, and the public
4. Abide by residency requirement as determined by the Board (CPWS personnel subject to stand-by or after-hours call-out must reside within a CPWS service territory or Maury County)
5. Maintain valid Tennessee driver's license
6. Subject to emergency call-out
7. Must be computer literate and able to use a personal computer
8. Ability to sit at desk or table up to 8 hours per day
9. Ability to lift 0-100 pounds for 2 hours a day, if needed
10. Ability to lift and/or carry objects weighing 0-25 pounds for 6 hours a day, if needed

11. Ability to reach, handle, feel, talk, hear, and see
12. Ability to read job-related material and write effectively to communicate typical water utility principles, specifications, and all manner of policy related to system work
13. Ability to easily walk across undeveloped hilly, overgrown, and rocky areas
14. Ability to cut, hammer, and stake
15. Ability to drive system vehicles
16. Environmental Conditions: Ability to work inside and outside: 50% inside but job requires outside exposure in severe weather conditions such as storms, rain, extreme cold, and extreme heat

Math Skills:

Requires mathematic skills sufficient to easily and effectively work with exponents, linear equations, quadratic equations, analytical geometry, and some differentiation and integration

Language Skills:

Must have developed language skills to the point to be able to read and comprehend technical documents

Relationships to Data, People, and Things:

Data: Coordinating: Determines time, place, and sequence of operation(s) or action(s) to be taken on the basis of analysis of data; executing determination of and/or reporting on events.

People: Speaking/Signaling/Writing: Talking with and/or signaling people to convey or exchange information, including giving assignments and/or directions to assistants.

Things: Handling: Using body members, handtools, and/or special devices to work, move, or carry objects or materials. Involves little or no latitude for judgment with regard to attainment of standards or in selecting appropriate tool, object or material.

To do this job, you must have the following minimum amount of total education and/or experience:

1. B. S. Degree in Civil, Environmental, or Mechanical Engineering
2. Must possess a P.E. license issued by the State of Tennessee or, if registered in a state other than Tennessee, must meet the State of Tennessee's requirements for registration by comity. If the latter, must obtain a P.E. license from the State of Tennessee within 6 months of employment.
3. Minimum 5 years experience in utility engineering

GENERAL REQUIREMENTS:

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that additional and/or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel, workload, rush jobs, or technological developments). This job description does not constitute a written or implied contract of employment.