



Title: Planning & Engineering Manager

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Water Services Director.
Supervises professional and para-professional staff.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree from an accredited college or university in civil engineering or related field
- **Experience:** Minimum of five years increasingly responsible professional experience in civil engineering. Requires broad knowledge of complex systems and procedures.
- **Licenses/Certifications/Special Requirements:** Registered Professional Civil Engineer in Arizona upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- ADEQ Operator Certification

JOB SUMMARY

Performs work of considerable difficulty in planning, organizing, and directing the activities of water resources staff to ensure adequate sources of supply and works with City department staff and external consulting engineers to update and implement the Public Works-Utilities Department Capital Improvement Plan (CIP). Oversees the development of the Integrated Water Utilities Master Plan. Manages the planning of infrastructure improvements designed and constructed by the City and by private development to ensure the orderly incorporation into, and in coordination with, the Integrated Water Utilities Master Plan. Provides technical, operational, and process support to the various operations divisions of the Public Works-Utilities Department. This position serves to manage and provide direction to Water Resources staff and Engineering staff. The position also serves as a technical resource to Plant and Field staff.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Supervises and coordinates the activities of direct and indirect reports including training, scheduling, hiring decisions, written performance evaluations, working with employees to correct deficiencies and implement discipline procedures. This includes editing/revising various written documents produced by unit staff, assigning work and evaluating staff performance.
2	Oversees and ensures compliance with the Public Works-Utilities Department's Integrated Water Utilities Master Plan. Ensures capacity is available when needed to accommodate growth. Manages a wide variety of PW-Utilities CIP projects including those for new construction, rehabilitation, and studies to determine options and alternatives to be considered for future CIP projects. Assists City Engineering in the review of water and wastewater master plans and technical memoranda for conformance with City's Integrated Water Utilities Master Plan and other planning documents. Assists management in developing short and long range plans and CIP projects and goals for utility infrastructure needs and timing to ensure demands of growth are met. Ensures development project compliance with the City's Integrated Water Utility Master Plan.
3	Prepares CIP schedule and budget. Prepares and coordinates the implementation of the ten-year Public Works-Utilities CIP. Prepares the division budget; makes budget recommendations relative to assigned areas of responsibility; manages the division budget; forecasts the need for additional funds for staffing.
4	Coordinates CIP projects with other City and private projects. Participates with other Departments in the Development Pre-Application meetings as required.
5	Provides oversight of the Departments' water resources program, water portfolio, regulatory reporting, water tracking, and related areas of responsibilities.
6	Prepares, develops, and evaluates technical studies, reports, and analysis regarding engineering projects; analyzes and evaluates study results. Prepares scopes of work for projects and participates on Consultant/Contractor selection panels.
7	Assists in the coordination of the updates of infrastructure water and sewer maps and provides input for maintenance of the infrastructure geographical information system data.



City of Peoria

HUMAN RESOURCES

8	Coordinates engineering and operations activities and agreements with other City departments, divisions, and outside regulatory agencies. Assists the City's Development and Engineering Department and other Departments in creating and reviewing joint development agreements, intergovernmental agreements, and the City's General Plan.
9	Develops procedures and policies in support of Public Works-Utilities operations. Participates on special projects and other related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	X	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X"				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.	X	Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, telephone, copier, scanner, fax machine, printers, calculator, smart phone and related software.

PROTECTIVE EQUIPMENT REQUIRED:

None required.