WEST DES MOINES WATER WORKS
POSITION DESCRIPTION

Position Title:	Principal Engineer – Water Production	**Department:**	Administration
Supervisor:	General Manager	**Barganing Unit:**	☐ Yes ☒ No
Category:	☒ Exempt ☐ Non-Exempt	**Supervises:**	Up to 2 employees

Summary Description:
Under the general direction of the General Manager, plans, directs, and coordinates, all activities related to water production projects of the Water Works including, but not limited to, design, construction and maintenance of water production, water quality analysis, water treatment process modeling and all other water production projects undertaken by the Water Works.

Duties and Responsibilities:
An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Plans, coordinates, oversees, and evaluates the construction of water production projects and other projects (e.g. towers, booster stations, and ASRs) overseen by the water production division to maintain effective and efficient operations and quality service to all customers.
- Assists in establishing goals and objectives for the Water Works to ensure compliance with company policy directives; all applicable local, state, and federal laws, rules and regulations; and the strategic plan of the utility.
- Serves as the Loss Prevention Manager and coordinates the safety program for the utility.
- Manages the performance of staff in carrying out Water Works activities including assigning work through delegation, training and performance management. Also directly supervises Civil Engineer I – Water Production.
- Manage and oversee all source water protection efforts.
- Prepares reports and correspondence and reviews those prepared with staff relating to departmental activities, direction, accomplishments, and compliance with federal, state, and local rules and regulations. Confirms accuracy and adherence to quality standards.
- Prepares reports for the Board of Trustees, management, and other meetings to present plans and accomplishments and to discuss the development and implementation of plans, policies, procedures, standards, etc.
- Recommends and monitors water production projects for the Water Works budget by reviewing past expenditures, analyzing future needs, and making determinations regarding the necessary resources to accomplish water production objectives.
- Responds to customer (internal and external) concerns and issues and determines appropriate resolutions to maintain positive customer/community relations for the utility.
- Provides input in the planning and construction of capital improvements designed either internally or by outside consultants for all projects, reviews these improvements to ensure that

they serve the designed purpose and that the facilities can be efficiently operated and maintained.
- Serves as a consultant to customer service in handling complex customer issues.
- Serves as a resource for staff regarding regulatory or utility policies and issues. Provides technical assistance and interprets policy as necessary.
- Performs other duties as assigned.

Licenses and Certifications:
- State of Iowa Professional Engineering License (or ability to obtain within six months)
- State of Iowa Public Water System Certificate – Grade III Water Treatment (or ability to obtain within twelve months)
- State of Iowa Public Water System Certificate – Grade II Water Distribution preferred

Education/Experience:
Any combination of education and experience providing the required skill and knowledge is qualifying. Typical qualifications would be equivalent to:
- Bachelor of Science Degree in Civil or Environmental Engineering, Biosystems Engineering, or related field.
- Five years of engineering design or review of water production utility facilities, two years of which must include progressive engineering in utility, public works, construction, consulting engineering responsibilities and/or management skills.
- Two years of supervisory/personnel management experience preferred.

Skills:
- Advanced communication skills, oral and written.
- Advanced analytical and decision-making skills.
- Advanced team management and leadership skills.
- Advanced leadership skills.
- Advanced customer service/human relations skills.
- Advanced planning/organizing skills.
- Skill in applying engineering principles to the design, construction, operation, and maintenance of a water treatment plant.
- Knowledge of utility operations with a focus in the area of water treatment
- Knowledge of laws, rules, regulations, and standards affecting the operation of a water utility
- Knowledge of the federal, state, and local regulations governing utilities construction, operations, management, and reporting requirements.
- Proven success in working with individuals in a team environment.
- Advanced knowledge and skill in the operation of a complex water treatment system and in the construction, maintenance, and repair of a complex water treatment system.
- Ability to establish and maintain effective working relationships with supervisors, co-workers and other WDMWW employees.
- Ability to represent the WDMWW in a professional manner to citizens and outside agencies.

Working Conditions:
- Primarily office environment. Occasional field visits.
- Long periods of sitting, standing, and walking over uneven terrain.
- Constant talking, hearing, near and far sight acuity, color vision, field of vision, concentration, handling, dexterity, and good judgment.
- Frequent stooping, handling, and writing ability.
- Occasional exposure to traffic, noise and hazards associated with construction sites.
- Occasional exposure to weather, including heat, cold, rain, snow, and wind.
- Intermittent balancing, kneeling, crouching, and reaching.
- Ability to occasionally lift, carry, push and/or pull 30 pounds.

Note:
This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required. The Water Works may revise this position description at any time. The position description is not to be considered as a contract of employment.