

Utilities Engineer

Title: Utilities Engineer	FLSA Status: Exempt	Supervisory Responsibilities: Yes
Reports to: Water Resources Director	Department: Water/Wastewater Administration	Date Created/Last Evaluated: January 2026
Schedule: Monday – Friday 8 a.m. - 5 p.m. Must be able to work nights and weekends and to attend meetings as required.		
<p>Summary Performs difficult technical professional work in the Water/Wastewater Administration Department related to the planning, design, construction, and administration of a variety of public infrastructure projects. Works closely with other City Departments as well as NC Department of Transportation.</p>		
<p>Qualification Requirements To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>		
<p>Minimum Qualifications</p> <ul style="list-style-type: none"> • Bachelor’s degree in engineering • Four years of progressive engineering experience • Requires registration as Professional Engineer • Some supervisory experience • Valid NC driver’s license or valid out-of-state driver’s license with the ability to obtain a valid NC driver’s license within sixty days of employment and good driving record 		
<p>Knowledge, Skills, and Abilities</p> <ul style="list-style-type: none"> • Comprehensive knowledge of Engineering, NC Department of Transportation Manuals and Construction Specifications, Water and Sewer design manuals • Comprehensive knowledge of State and Federal Environmental Quality regulations as they relate to public infrastructure projects • Comprehensive knowledge of standard office equipment and procedures • Comprehensive knowledge of engineering computations and necessary math skills • General knowledge of ArcGIS ESRI, AutoCAD, AutoCad Civil 3D Microsoft Office and Adobe Professional and the ability to comprehend and utilize other city owned software programs • Knowledge of effective supervisory and motivational practices • General knowledge of the organization and functions of City government • Ability to prepare documents for and assist with the acquisition of necessary right-of-way and easements for projects • Ability to communicate effectively during public presentations • Ability to provide and approve design changes during construction of assigned projects • Ability to attend meetings and site visits as required • Ability to organize workflow and coordinate activities • Ability to plan and supervise the engineering work of others • Ability to exercise initiative and independent judgment • Ability to communicate effectively orally and in writing • Ability to communicate with others tactfully and courteously over the phone and in person utilizing professional customer service skills • Ability to establish and maintain effective working relationships with coworkers and the public • Ability to create and maintain a welcoming and inclusive workplace through positive modeling, mentoring, fostering a culture of respect for all, and valuing the differences and contributions of all team members 		
<p>Supervisory Responsibilities Supervises, hires, trains, and evaluates the work of contractors. May supervise other staff.</p>		
<p>Essential Functions</p> <ul style="list-style-type: none"> • Responsible for effective leadership to manage customer relations and engineering operations with the goal of achieving optimal performance, accuracy of information, and continuity of service levels; ensure excellent customer service and interdepartmental cooperation; and maximize technological advances in a rapidly changing business environment • Manages the design and implementation of water and wastewater projects, policies, and programs; review design submittals in conjunction with development projects; research water and wastewater utility programs and provide reports to supervisors; research design-related software resources; analyze issues reported by personnel and by the public • Develops construction contracts and specifications and conduct field construction inspections and contract administration for assigned projects • Prepares presentation maps and plans for preliminary design aid • Reviews subdivisions, site plans, construction plans, and city specifications for conformance to established standards, policies, and principles • Participates in applications, planning, construction inspections and administration of grant funded projects • Coordinate with the NC Department of Transportation for various projects 		

- Coordinates with city utility operations and participates with in-house construction projects
- Occasionally prepares engineering designs and exercise seal
- Reviews plans for commercial and residential construction

Physical Demands

Requires exerting up to 50 pounds of force occasionally and 20 pounds of force frequently to move objects. Requires ability to walk long distances and over uneven surfaces. Communication is required to exchange information and ideas in person and by telephone. Hearing is required to receive detailed information and to make fine distinctions in sound. Visual acuity is required for depth perception, color perception, night vision, peripheral vision, for preparing and analyzing written or computer data, for operating motor vehicles, for determining accuracy, neatness, and thoroughness of work, and for observing general surroundings and activities.

Work Environment

The worker is subject to inside and outside environmental conditions including extreme weather conditions and temperatures. The worker is subject to noise and hazards associated with working around moving traffic.

Special Requirements

This position may be considered safety sensitive as defined by the Drug and Alcohol-Free Workplace Policy.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of the position. All employees may have other duties assigned at any time.