

# City of Fort Worth, Texas

## Job Description

<b>Classification Title</b>	Utility Operations Specialist		
<b>Job Code:</b>	TC5820	<b>Job Family:</b>	Technical/Para-Professional
<b>Pay Grade</b>	511	<b>Date Reviewed:</b>	12/4/2023
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	12/10/2024

### GENERAL SUMMARY

Performs complex technical work including engineering plan review, design specification review and recommendations, mapping, research and data analysis in related areas. Provides technical assistance to management staff. Leads and trains assigned staff.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Leads, reviews, and trains assigned staff members in work areas including proper construction methods, design specifications for water and wastewater infrastructure, inspections, research, data analysis, etc.
2. Performs research on existing and proposed city infrastructure projects for consultants, contractors, engineers and management.
3. Reviews plans for conformance to various construction methods to ensure design specifications for water and wastewater infrastructure projects are met.
4. Provides administrative assistance to management; prepares spreadsheet and graphs; prepares and presents reports; provides statistical information for management.
5. Develops project improvement, data analysis and research techniques using feedback from management. Uses improved techniques for reporting requirements including, but not limited to schedules, compliance with approved specifications, and analytics
6. Performs technical and complex tasks of the work unit including reviewing engineering projects, research of new and existing water and wastewater infrastructure and data analysis, creating GIS maps and submitting updates to Water IT for GIS updates.
7. Performs inspection and contract administration of water and wastewater infrastructure.

8. Reviews and evaluates a variety of engineering and construction documents, including drawings, plans, designs, contract documents, technical specification, cost estimates, environmental documents and reports.
9. Makes recommendations on capital improvement projects for water and wastewater system expansion.
10. Prepares studies, analytical and statistical reports concerning water and wastewater infrastructure. Submits and presents reports to management.
11. Meets with city sections, divisions and departments to provide information on activities in assigned area.
12. Performs field and final inspections in assigned area to ensure compliance with project specifications.
13. Performs related duties as required.
14. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - State federal and local laws, rules and regulations.
  - Principles of lead supervision and training.
  - Computer and associated software. (GIS Arc Map, Arc Editor, Arc View, Arc Map and Arc Catalog, Buzz saw, Maximo. Microsoft Office).
  - Geographic Information System (GIS) to provide maps.
  - Department computer programs and software.
  - Design and construction theory.
  - Engineering principles and design standards.
  - Methods and techniques of advanced report writing.
  - Materials, methods, and techniques of modern construction.
  - Construction plans and specifications.
  - Office equipment including computers and supporting word processing and spreadsheet applications.
  - Applicable laws, regulations, codes, department policies, governing assigned technical engineering duties.
  - Pertinent Federal, State and local laws, codes and regulations.
- **Skill in:**
  - Records maintenance.
  - Data gathering, compile information, and prepare reports.
  - Attention to detail.
  - Leading and directing subordinates.
  - Monitoring assigned activities and operations.
  - Prioritizing work activities.
  - Making observations.
  - Operating assigned equipment.

- Research.
  - Arithmetic, Geometry and Algebra.
  - Information analysis.
  - Time management.
  - Analyze and solve problems.
  - Organization.
- **Ability to:**
    - Communicate clearly and effectively, both orally and in writing.
    - Lead, oversee and train assigned staff.
    - Reduce, interpret, and apply field notes in the performance of inspection duties.
    - Compile rough technical data and prepare statistical and narrative reports from field studies.
    - Understand and interpret engineering plans and specifications.
    - Interact with contractors, engineers, and property owners.
    - Establish and maintain effective working relationships.
    - Prepare accurate records.
    - Communicate clearly and concisely, both orally and in writing.
    - Operate office equipment including computers and supporting word processing and spreadsheet applications.
    - Establish and maintain effective working relationships with those contacted in the course of work.

## **MINIMUM JOB REQUIREMENTS**

High school diploma/GED and five years of water/wastewater utilities experience.

### **When assigned to Water Department/Field Operations Distribution Maintenance:**

Possession of or ability to obtain a Water Distribution Maintenance; a minimum TCEQ Class D Water Distribution Operator license will be required within twelve (12) months of hire.

### **When assigned to Water Department / Field Operations Division, Wastewater Collection System Maintenance or Wastewater Preventive Maintenance:**

Possession of or ability to obtain a Wastewater Collection System Maintenance or Wastewater Preventive Maintenance; a minimum TCEQ Type I Wastewater Collection System Operator license will be required within twelve (12) months of hire.

## **OTHER REQUIREMENTS**

Valid Texas Driver's License.

## **WORKING CONDITIONS**

*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.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting.

## **PHYSICAL DEMANDS**

*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.*

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.