



Holland Board of Public Works Job Description

Date: 11/3/2011

Revision: 1

Title: Planning Engineer I

Job Summary:

This position is responsible for engineering activities of capital projects in the water, wastewater, and electric utility of the HBPW including improvement projects under the direction of the Planning Engineering Manager.

Responsibilities:

- Analyzes and assists in designing capital improvement projects at the water, wastewater, and electric production facilities as well as some areas of the water, wastewater, and electric transmission systems.
- Provides support to the Utility Services and Operations departments for developing capital improvement project budgetary numbers.
- Administers construction projects including conducting pre construction meetings, overseeing construction contracts and inspections, assembling status reports, and interacting with BPW personnel and contractors.
- Performs and/or supervises engineering studies for planning of electric, water, and wastewater facility improvements, and prepares engineering reports as required.
- Performs load growth forecasts and analyses for water, wastewater, and electric utilities.
- Ensures all project plans and specifications comply with standards and master plan.
- Performs other duties as assigned.

Qualifications:

- Bachelor's degree in Chemical, Civil, Mechanical Engineering from an ABET accredited program; or equivalent education and experience.
- State of Michigan Professional Engineering License required, or ability to acquire one within six months of hire.
- At least four years experience with electric, water, and wastewater utility engineering and operations.
- Experience specifying pumps, control valves, and water lines.
- Interpersonal skills necessary to effectively communicate with organizational officials and the general public in situations requiring tact and patience.
- Mathematical ability to make complex mathematical calculations with speed and accuracy.
- Mental ability to work on projects requiring concentration and attention to detail with periodic disruptions due to people and/or telephone calls. Frequent simultaneous handling of multiple projects is experienced.

- Physical ability to periodically sit/stand in one position for extended periods of time, and to traverse uneven ground at construction sites.
- WorkKeys NCRC, Gold Level preferred (Reading – 5; Math – 5; Locating – 5).

Working Conditions:

- Normal office environment with minimum discomfort due to noise, dirt, and dust.
- Limited exposure to field conditions (i.e., dust, mud, traffic, adverse weather, heat).
- Occasional exposure to fumes, odors, dust, and/or dirt while on construction sites may be experienced.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties the assigned to or required of this position.