



**City of San Benito, Texas**  
**401 N. Sam Houston Blvd., San Benito, TX 78586**  
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[www.cityofsanbenito.com](http://www.cityofsanbenito.com)

The City of San Benito is accepting applications for the position of:  
**UTILITIES ENGINEER**

**Job Description:**

Job Title: Utilities Engineer  
Classification: Exempt  
Department: Public Works  
Division: Water & Waste Water Divisions  
Reports To: City Manager

**GENERAL RESPONSIBILITIES**

This is a professional and executive management position defining, developing, implementing, managing the effective execution of operational strategies, processes, and programs for Water and Waste Water Engineering, and Surface Water and Waste Water treatment facilities and plants.

Duties include, but not limited to, the following:

1. Plans, organizes, directs, and guides the execution of strategies, processes, programs and business operations for assigned departments within the Water and Waste Water Engineering, and Surface Water and Waste Water treatment facilities and plants.
2. Maintains current knowledge of organizational and departmental policies and procedures. Confers with management and recommends changes in policies, organizational programs, methods and procedures, and communicates changes.
3. Coordinates with assigned staff to execute the initiatives, strategies, and directives of the Water and Waste Water Divisions.
4. Develops and oversees administrative and program standards for the assigned departments. Oversees the implementation of programs and processes.
5. Reviews and evaluates results of program impact; provides summary findings to Executive Management, and recommends options to optimize programs and processes.
6. Supports the continuous quality improvement of complex business processes, optimization, and allocation of resources.
7. Oversees project management of projects within the Water and Waste Water divisions.
8. Oversees the development and management of the annual operating and capital improvement budget for the assigned departments.
9. Reviews and prepares reports as part of the process of monitoring and communicating performance results.
10. Makes verbal and written presentations regarding assigned function areas.

11. Conducts and participates in long and short-range studies regarding the assigned departments.
12. Provides strategic support to Executive Management in the areas of planning, research, communications, and project management.
13. Advises management in appropriate resolution of issues related to assigned functional areas.
14. Confers with responsible regulatory agencies relative to the goals and operational standards of the departments within the Water and Waste Water Divisions.
15. Is active and represents the utility divisions in state organizations related to the assigned functional areas including state and national utility associations.
16. Monitors and identifies legal requirements, government reporting regulations, and legislative issues and priorities affecting the assigned functional areas and determines their respective impacts on current and future operations. Ensures policies, procedures and reporting are in compliance.
17. Serves as utility representative with Local, State, Federal, and International agencies concerning utility regulations, grants, operational functions and procedures.
18. In absence of the Public Works Director, the Utilities Engineer will direct operations.
19. Completes other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Thorough knowledge of the principles and practices of public utility administration and its specific application to the administration of assigned areas of responsibility.
2. Thorough understanding of business dynamics, regulatory issues, competitive issues, and general operating environment surrounding the assigned areas of responsibility.
3. Thorough knowledge of the Local, State, and Federal laws and regulations relating to the assigned areas of responsibility.
4. Knowledge and experience in strategic planning and execution.
5. Knowledge and experience in formulating policy.
6. Knowledge of contracting and negotiating.
7. Knowledge of public relations principles and practices.
8. Knowledge of budgeting methods and systems.
9. Knowledge of project management practices and principles.
10. Professional oral and written communication skills.
11. Interpersonal skills to work effectively with a wide range of constituencies.
12. Skilled in handling conflict and uncertain situations.
13. Computer software skills using Microsoft Office.
14. Ability to make sound decisions and take or guide course of action in operations.
15. Ability to deliver public presentations.
16. Ability to work with frequent interruptions and changes in priorities.
17. Ability to analyze and resolve irregular events.
18. Ability to work a flexible schedule and travel.
19. Ability to set strategy, provide direction, and create plans to meet both functional and departmental goals.

20. Ability to manage multiple strategic and tactical projects.

**DESIRED MINIMUM QUALIFICATIONS:**

- Bachelor of Science, from an accredited four year college or university, in Civil Engineering or Environmental Engineering, or an applicable Engineering discipline related to area of assigned responsibility.
- Must be a Registered Professional Engineer through the State of Texas.
- Must have at least 10 years of substantiated work experience in engineering management and in the operation/maintenance of a complex water utility in private and/or municipal environments.
- Must have 10 years of experience in management capacity.
- Must have 10 years of experience in both Water and Waste Water plant treatment,
- Must have 10 years of experience in Water distribution system design and operations.
- Must have 10 years of experience in waste water collection systems design and operations.
- Experience with City, State, and Federal regulatory and permitting agencies required.
- Membrane technology experience preferred.

**WORKING CONDITIONS AND PHYSICAL CAPABILITIES:**

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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to handle, feel, or operate objects, tools, or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work is done in a normal office environment with frequent exposure to outdoor temperatures, dirt and dust, and/or disagreeable sights and odors. The noise level in the work environment is high to moderate. The work hours vary depending on the needs of the City. Frequent travel within the area or city for site visits and outside city for training is required.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

The above noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the associate a general sense of the responsibilities and expectations of his/her position. As the City's demands change so will the essential functions of this position.