

ENGINEER/UTILITY PLANNER



Concept of Utility Planning:

Our clients in the utility industries are responsible for providing uninterrupted and efficient delivery of essential services to all customers within their sphere of influence. A Utility Planner studies the historical operations of a utility system to gain insight into its functionality, requirements and capacity; and then recommends operational, administrative and capital improvements based on predictive modeling and quantitative analysis to assist the utility in achieving its goals for reliability, efficiency and regulatory compliance. A Utility Planner examines a variety of interrelated topics that influence how the utility responds to its stakeholders including demographics, economic development, engineering, regulation, legislation, finance and operations.

The challenge is to bring clarity to a complex situation, and to make sound and defensible recommendations based on insight gained through comprehensive study. **Clarity and defensibility must be demonstrated through strong technical writing.**

Do you enjoy discovery and problem solving? Do you enjoy making a case for your opinions? Do you want to publish your work and watch your ideas and concepts come to life? If so, you may have what it takes to be a Utility Planner.

Purpose of Position:

The person who qualifies for this position has knowledge of the utility industry, preferably potable water, recycled water and wastewater, and has a Bachelor's Degree in Civil Engineering or a field related to engineering or planning from an accredited university. Has a minimum of 5 years previous experience in this arena of work. Has aptitude for technical writing including descriptive and explanatory writing focusing on one's audience. Experience in system master planning and working with computer models preferred. Has excellent written and oral communication skill. Has successfully managed small projects. Relates to people well. Understands the financial aspects of managing a project. Has an aptitude for business development.

Typical Duties:

1. Assist with the conceptualization and production of a planning project in a Team environment.
2. Make major project planning and design decisions in conjunction with the client.
3. Assign duties to project team members, answer questions, and monitor progress.
4. Responsible for the schedule, quality and profitability of a project.
5. Check accuracy of completed work.
6. Prepare proposal estimates for time and expense required.
7. May participate in presenting proposal to client.

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8. Participate in business development.
9. Processes billing and monitors project accounting.
10. Develop and interpret the application of evaluation criteria.
11. Conceive, develop, test and evaluate mutually exclusive operational, administrative and engineering solutions.
12. Draft and respond to comments on technical memoranda, reports, assessments, evaluations, procedures and opinions.
13. Gather, interpret and perform quantitative analysis on large sets of data.
14. Conduct research on project-related demographics, economics, historical context, legislation and regulation.

Limit of Authority:

Has authority to perform complex planning and conceptual design duties under the direction of the Engineer of Record. May not change the scope of work or deviate from any other part of the contractual document without Project Manager approval. Coordinates work of staff within project team.

Relationship to Others:

Works directly for the Planning Services Manager and various Project Managers according to assignment. Works in collaborative environment or under minimal supervision. May perform as a project leader. Helps in development of junior staff. Some client contact for project review. Ability to communicate with project team to minimize misunderstanding and conflicts. Promote coordination and cooperation of in-house project team.