



# Board of Public Utilities City of Cheyenne, Wyoming

## CAPITAL PROJECTS ENGINEER 1

Division: **Engineering & Water Resources** Class Code: **4300**  
Revised Date: **December 2023** FLSA Status: **Exempt**

**GENERAL PURPOSE:** Under general supervision, performs wide variety of skilled work in support of the capital planning, engineering, construction, and operational functions for the Board of Public Utilities (BOPU); supports project development, project management, organizational processes, and technical documentation and reporting.

**DISTINGUISHING CHARACTERISTICS:** With direction from more senior staff, the Capital Projects Engineer 1 exhibits the ability to manage routine projects, support organizational processes, and participate in training other staff in project management practices.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Keeps the mission, vision and values of the Board of Public Utilities (BOPU) at the forefront of decision making and action; builds strategic and collaborative relationships and interacts with others in a way that builds confidence and trust; provides excellent customer service by taking action to accomplish objectives, maintaining high levels of work and productivity, and generating innovative solutions to work situations.
- Follows all safety rules and regulations; closely follows verbal and written instructions; mitigates and reports safety hazards, equipment problems, security issues, and emergency situations.
- Supports internal and external projects for construction and system improvement of water, sewer, and treatment infrastructure; review designs, plans, permits, and technical documentation within scope of authority.
- Supports the development of project Request for Proposal (RFP), bid process, and contract negotiation; attends project planning meetings; identifies project management issues; reviews and recommends project plans and specifications for compliance to federal, state, and local regulations.
- Coordinates project administrative work and consultant/contractor communications; reviews project submittals; generates project reports and assures effective communication with internal and external stakeholders.
- Supports development actions within the City of Cheyenne and Laramie County; meets with developers and jurisdiction having authority, reviews proposed developments for compliance with BOPU standards; evaluates impacts to system capacity using hydraulic models and other tools, participates in city and county planning committees; works with developer and BOPU/City staff to execute tap permits, water/sewer permits and applications, and easements and records documents at Laramie County Clerks Office when applicable.
- Performs field Inspections of water/wastewater utility construction projects built by developers or under contract with BOPU.
- Identifies project deficiencies; resolves discrepancies between field conditions and design plans; refers major discrepancies to appropriate internal stakeholder(s).
- Manages consultant/contractor contracts for routine capital projects.
- Supports development, maintenance, and adherence to internal policies and procedures.
- Uses established GPS-GIS software programs and tools to support projects and operational processes.
- Coordinates with federal, state, and local agencies.
- Supports other BOPU staff as needed.

**MINIMUM QUALIFICATIONS:****Education and Experience:**

Bachelor's degree in Civil Engineering or related field and 0 to 3 years of experience.

**Required Licenses or Certifications:**

- Driver's license valid in Wyoming with good driving history.
- Registration as an Engineer in Training with Wyoming State Board of Registration is preferred.
- Depending on the needs of the BOPU other job specific training and certifications may be required.

**Required Knowledge of:**

- Methods and practices for project planning, designs, technical plans, specifications, estimates, and reports for civil engineering and water and wastewater projects.
- Federal, state and local regulations and codes governing capital improvement projects in water and wastewater utilities including Wyoming Department of Environmental Quality, Water Quality Division rules and regulations and National Pollutant Discharge Elimination System (NPDES) Regulations.
- Principles of design, construction and maintenance of water and wastewater utility projects.
- Fundamentals of civil engineering, advanced mathematics and physics.
- Principles and practices of effective project management and methods of evaluating construction contract compliance.
- Principles of mapping, global positioning systems and usage of aerial photography and satellite imaging.
- Theory, principles and practices of Geographic Information Systems.
- Application and use of hydraulic water and wastewater models.

**Required Skill in:**

- Analyzing technical issues, evaluating alternatives, and making recommendations based on findings.
- Interpreting and applying engineering and safety standards, complex variables, federal, state and local regulations, BOPU standards, and City policies.
- Analyzing and evaluating technical engineering data and construction documentation.
- Applying engineering theory and skills to solve BOPU project issues and problems.
- Using initiative and independent judgment within established procedural guidelines.
- Operating a personal computer utilizing a variety of standard and technical software.
- Using general and specialized tools and equipment including GPS and survey equipment.
- Establishing and maintaining effective working relationships with co-workers, customers, public officials, and representatives from federal, state and local agencies.
- Effective verbal and written communications.

**Working Conditions:**

**Work Environment:** Work is performed 75% of the time in a standard office environment and 25% of the time outdoors in conditions which may range from mild to extreme hot, cold, wet, and humid; required to work after normal hours and on weekends, as needed; frequent travel within the area in all weather conditions is required. Work is conducted throughout the City of Cheyenne and at construction sites where there is frequent exposure to safety hazards that include working around dangerous tools, heavy equipment, ditches and uneven ground; occasional exposure to fumes, odors, dusts, mists and gases.

**Physical Demands:** Moderate physical work requiring ability to stand 30%, walk 30% and sit 40% of work time; ability to lift and carry objects weighing up to 50 pounds; pushing and pulling force up to 125 pounds to open valves and pull manhole covers off with hook; occasionally required to climb, balance, stoop kneel, crouch, crawl and reach; frequently required to handle objects and paperwork and to use fingers to write, operate a computer and keyboard, and operate GPS equipment; specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and ability to adjust focus; frequently required to verbally communicate and constantly required to hear conversation and other sounds.