

HARTSELLE UTILITIES

JOB DESCRIPTION

Job Title: Utility Engineer

Department: Engineering Services

FLSA: Exempt

Grade: 11

Safety Sensitive: Yes

Security Sensitive: No

Job Description Prepared: October 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Engineering Services Manager

Subordinate Staff: TBD

Other Internal Contacts: All Hartselle Utilities (HU) Departments

External Contacts: General Public; HU Customers; Alabama Department of Environmental Management (ADEM); Alabama Public Service Commission (PSC); Alabama Department of Transportation (ALDOT); Alabama Natural Gas Association (ANGA); Alabama Rural Water Association (ARWA); Alabama Water & Pollution Control Association (AWPCA); City of Hartselle Departments; Other Utility Companies; Construction Contractors; Developers; Consultants; Alabama 811

Job Summary

Under the limited supervision of the Engineering Services Manager, the Utility Engineer performs administrative, technical, and compliance-related work associated with the operation, construction, maintenance, and safety of Hartselle Utilities' natural gas, water, and wastewater systems. Responsibilities include system planning, engineering analysis, project management, compliance oversight, data integrity, and operational support. The position ensures all utility systems meet or exceed local, state, and federal regulations and industry best practices. The role requires independent judgment in applying engineering principles, codes, and regulations for safe, efficient, and compliant utility

operations. This is a fully qualified, experienced job in the Engineering Services Department and is considered safety-sensitive. Subject to pre-employment background check and random drug screens.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive, and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of reasonable accommodation.

ESSENTIAL FUNCTION: Utility System Operations. Organizes and oversees activities necessary for the proper operation of natural gas, water, and wastewater systems, including projects, collaboration with regulatory agencies, and operational analysis.

1. Operates and maintains gas mains, service lines, valves, meters, regulator stations, odorization systems, and other facilities.
2. Maintains and tracks system components, age, and condition.
3. Coordinates installation, repair, and replacement of gas system components.
4. Ensures calibration and operation of gas detection and safety equipment.
5. Minimizes unaccounted-for gas (UAFG) and assists with meter accuracy.
6. Monitors and operates SCADA for water and gas operations; takes corrective actions as needed.
7. Assists in operating the water distribution system, booster pump stations, storage tanks, and chlorination systems.
8. Assists in water meter accuracy and system loss reduction.

Shared Tasks Across Utilities:

9. Prepares work orders, estimates, plans, specifications, and cost projections for operations, maintenance, and construction projects.
10. Monitors progress on all projects and prepares documentation and reports.
11. Recommends safety and operational improvements and implements changes to procedures or equipment.

ESSENTIAL FUNCTION: Technical Engineering. Performs engineering duties including design, review, estimating, technical support, and system modeling.

1. Reviews blueprints, plans, and specifications for new and existing water and gas facilities.
2. Prepares estimates, plans, specifications, work orders, and cost estimates for construction and maintenance of water and gas system projects.
3. Assists with water and gas service installations for residential, commercial, and industrial customers.
4. Develops and monitors water and gas System Master Plan, hydraulic models, and pressure studies.

5. Conducts feasibility studies and infrastructure evaluations.
6. Reviews shop drawings and construction methods for compliance.
7. Reviews and prepares designs for water and gas distribution system additions and improvements.
8. Uses computer-assisted design and modeling for system planning and analysis.

Shared Tasks Across Utilities:

9. Maintains and updates system maps and GIS files.
10. Prepares reports related to short- and long-range system planning and capital improvements.
11. Assists in updating Engineering Specification Book and construction standards.

ESSENTIAL FUNCTION: Regulatory Compliance. Ensures operations meet all applicable federal, state, and local regulations.

1. Develops, implements, and maintains compliance programs per DOT Pipeline Safety Regulations (49 CFR Parts 191, 192, 199) and PSC requirements.
2. Manages Operator Qualification (OQ) programs and training.
3. Maintains O&M manuals, emergency plans, and regulatory records.
4. Coordinates audits, inspections, and corrective actions.
5. Oversees Public Awareness, Damage Prevention, and Distribution Integrity Management Programs (DIMP).
6. Maintains awareness of ADEM requirements for water systems.
7. Ensures water sampling, testing, and reporting compliance.
8. Coordinates inspections of valves, hydrants, and booster stations.
9. Prepares water quality reports and emergency response plans.

Shared Tasks Across Utilities:

10. Serves as primary point of contact with regulatory agencies.
11. Prepares, maintains, and files compliance documentation.
12. Conducts staff training on regulatory compliance, safety standards, and documentation.
13. Develops and monitors key compliance performance indicators.
14. Coordinates contractor work to ensure adherence to compliance and construction standards.

ESSENTIAL FUNCTION: Utility Inspections. Performs inspections of installations to ensure adherence to design standards, HU specifications, and regulatory requirements.

1. Inspects new and modified gas facilities, pressure tests, leak surveys, and regulator/valve verification.
2. Prepares inspection reports and maintains compliance records.
3. Inspects water system construction and main extensions.
4. Verifies contractor installations meet HU and regulatory standards.

Shared Tasks Across Utilities:

5. Acts as field representative during inspections.
6. Coordinates with contractors and field operations to ensure system integrity.

NON-ESSENTIAL FUNCTIONS:

1. Participates in and supports special functions and initiatives as determined by the Engineering Services Manager, General Manager, and Board of Directors.
2. Performs other job-related duties as required.

Knowledge, Skills and Abilities

(*Can be acquired on the job)

1. *Knowledge of HU rules, regulations, policies, and procedures.
2. Knowledge of natural gas, water, and wastewater operations, design, and maintenance.
3. Knowledge of federal, state, and local utility regulations (DOT, PSC, ADEM).
4. Civil and mechanical engineering principles and practices.
5. Project cost estimating, planning, and management.
6. GIS, SCADA, and computer-assisted design and modeling tools.
7. Public relations and customer service skills.
8. OSHA and safety practices, including CPR and first aid.
9. Ability to read and interpret blueprints, schematics, and technical plans.
10. Ability to troubleshoot operational issues and develop solutions.
11. Ability to multi-task, prioritize, and work independently.
12. Ability to perform fieldwork in hazardous or adverse conditions.

Minimum Qualifications

1. Bachelor's degree in Civil, Mechanical, or a related engineering field from an accredited college or university; State of Alabama Professional Engineer (P.E.) license preferred.
2. 4–6 years of relevant experience in gas, water, or wastewater utility systems; supervisory experience preferred.
3. ADEM Grade I Water Distribution and Grade I(C) Wastewater Collection certifications required, or ability to obtain within 12 months.
4. CPR/First Aid certification.
5. Valid Alabama driver's license and insurability.
6. Ability to work nonstandard hours, including emergency call-outs.
7. Ability to pass pre-employment background checks and random drug screenings.

Physical Demands

Requires standing, walking, handling tools and equipment, reaching, climbing, kneeling, crouching, talking, and hearing. May occasionally lift or move up to 20 pounds. Specific vision abilities include close and distance vision. Work may involve exposure to high-pressure gas lines, energized equipment, moving mechanical parts, confined spaces, and hazardous chemicals. Fieldwork may include exposure to extreme weather.

Work Environment

Work is performed primarily in an office setting with frequent fieldwork required to inspect natural gas, water, and wastewater facilities or oversee construction projects. Fieldwork involves moderate risks requiring adherence to safety protocols and use of personal protective equipment (PPE).