



CANTON MUNICIPAL UTILITIES

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NOTICE OF POSITION VACANCY

UTILITY ENGINEER MANAGER

POSITION TITLE:	Utility Engineer Manager
RECRUITMENT DATES:	August 03 – 17, 2026
SALARY:	Depending On Experience
JOB TYPE:	Full-Time
LOCATION:	Canton Municipal Utilities (CMU)

Under limited direction from the General Manager, the incumbent performs a full range of highly complex engineering and supervisory responsibilities requiring advanced knowledge of engineering fundamentals and substantial professional experience related to the assigned position. Incumbent supervises the activities and staff within a specialized work unit engaged in project engineering, development services; may supervise development and implementation of capital improvement program for the electric, gas, wastewater and water transmission and distribution projects, oversee engineering project management work for major capital projects and programs; support and maintenance of engineering records or a variety of development-related services; serves as a liaison with a variety of public agencies on project reviews and engineering issues and perform related work as required; preparation of engineering plans, establishes department standards, procedures, and strategic directives. There is significant latitude for discretion and independent judgement in the selection of work methods to achieve established goals.

THE ESSENTIAL DUTIES:

Examples of essential duties include:

- Oversees the preparation of all engineering projects plans, including drawings, specifications, and material invoicing.



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- Develops specifications and project planning for all utilities including gas, wastewater, water, and electric.
- Manages and oversees department engineering staff, trains and evaluates employees.
- May make presentations to the Board of Commissioners on various projects/programs and prepares monthly and quarterly project/program report summaries for management.
- Interviews and hires new staff; plans, prioritizes, assigns, and reviews work; approves time off for payroll purposes; prepares employee performance evaluations; monitors and participates in employee relations within the department.
- Provides technical oversight and coordination of work through project/program coordination meetings and other means; monitors progress against project/program schedules; recommends allocation of resources as required to accomplish goals.
- Collaborates with other managers and staff to coordinate programs, projects, and activities amongst work groups.
- Coordinates operation staff on system operations.
- Provides support and direction in trouble shooting and outage support.
- Supports operational staff regarding customer service issues.
- Performs direction of work, discipline and adjustment of other employees' grievances on behalf of the employer.
- Establishes work procedures, processes that support CMU and departmental standards, procedures and strategic directives.
- Provides project engineering, management and communications for the electric, gas, wastewater and water transmission and distribution projects.
- Oversees assigned projects and ensures contractor compliance with time and budget parameters.
- Ensures staff is compliant with any required permits, licenses, easements and codes.
- Assists with the preparation of electric, water distribution, wastewater, natural gas and engineering department budgets.
- Contributes to the forecasting of additional funds needed for staffing, equipment,



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materials and supplies, monitors, approves and recommends any necessary expenditures.

- Recommends modifications and proposes new construction of electric, wastewater, gas and water projects to leadership.
- Supervises and coordinates staff in the preparation of studies, modeling, plans, designs for additions, modifications and rehabilitation of CMU's electric, wastewater, gas and water infrastructure.
- Prepares and updates engineering procedures, agreements, contracts and guidelines; ensures projects are implemented in accordance with purchasing, RFP and contracting procedures.
- Supervises inspection of new water distribution systems installed by developers; job order preparation for installation of new meters and services; contracts and specifications; distribution system mapping;
- Ensures compliance with all gas, water, wastewater and electric regulatory requirements.
- Sets department material standards and oversees the maintenance of supplies and requisitions materials for construction and maintenance projects.
- At least 5 years' experience in Geographical Information System.
- Identifies opportunities for improving service delivery methods.
- Ability to complete Natural Gas Operator Qualification training within 2 to 3 years.
- May respond to emergency situations.
- Performs other duties as required.

Working Conditions/Physical Requirements

- The ability to sit for extended periods of time in front of a computer screen; intermittently twist to reach equipment or supplies surrounding desk; perform simple grasping and fine manipulation; use telephone, computer keyboard and related equipment on a daily basis; speak and hear in person and on the phone; see sufficiently to perform assignments; periodically drive a vehicle and occasionally crawl into confined spaces or climb a ladder to heights to inspect construction



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activities; and may lift/carry objects weighing up to 25 pounds and occasionally up to 55 pounds.

Education, Training, Skills, Attributes & Experience:

- Minimum of five (5) years of progressively responsible engineering experience.
- Minimum of five (5) years of utility experience, including two (2) years of supervisory experience or lead experience directing the work of others.
- Four-year Bachelor's degree in Engineering or a related field.
- 5 years' experience in Geographical Information System & SCADA.
- Engineering project management methods and techniques.
- Plan, organize and direct an effective project engineering program; apply engineering principles and techniques to the solution of engineering problems; review engineering processes and calculate life cycle costs; maintain detailed and accurate records and prepare a variety of memos, letters and technical reports and specifications that are clear and concise; operate modern office equipment including computer equipment and specialized software applications programs; communicate clearly and concisely, both orally and in writing;.
- Must possess a valid driver's license and have a satisfactory driving record.

How To Apply:

If you are qualified and interested in this position, please send your cover letter and resume to: hr@cmu.com. ***Cover letters and resumes must be received by 5:00 p. m. on the closing date of this announcement or August 17, 2026.***