

Engineering Supervisor (Water)

Shakopee Public Utilities has an opportunity in the Engineering Department for an Engineering Supervisor (Water). An Engineering Supervisor (Water) is responsible for managing the planning, design, construction, and documentation of water system infrastructure projects. Provides engineering and project management oversight for water system improvements, new development, and replacement or rehabilitation of existing infrastructure. Ensures projects comply with SPU standards, applicable regulations, approved plans and specifications, contractual requirements, budgets, schedules, and safety standards. Coordinates with developers, contractors, consultants, Operations, Finance, and other stakeholders throughout the project lifecycle.

Education & Experience:

- Bachelor's Degree in Civil Engineering, or other closely related field required.
- Three (3) years of experience in engineering and project management in a municipal system plus MN Professional Engineering License (PE); or Six (6) years of experience plus Engineer in Training Certification (EIT).
- Valid State of Minnesota Class "D" Driver's license
- Engineer in Training Certification (EIT) required and MN Professional Engineering License (PE) preferred.

Essential Duties & Responsibilities

- Manage the design and development of water system infrastructure
- Manage water utility construction and infrastructure projects from planning and design through construction and completion
- Provide project management for major water infrastructure projects. Monitor project scope, schedule, budget, quality, and risks and coordinate resolution of project issues
- Review and coordinate water system improvements associated with development
- Coordinate project and work order closeout with Engineering, Operations, Finance, contractors, and other stakeholders
- Maintain accurate engineering and project records needed to support the safe, efficient, and reliable operation of the water system
- Maintain and apply current professional and technical knowledge through training, professional development, technical publications, and professional networks
- Ability to lift up to 50 pounds while utilizing required safety equipment

Wage Range: \$59.56 - \$77.40

Full Benefits Apply

Submit resume and application to HR@shakopeeutilities.com or by mail to Shakopee Public Utilities, Attn: Human Resources, PO Box 470, 255 Sarazin Street, Shakopee, MN 55379-0470. **Position posted until September 2, 2026 or until filled.**

SHAKOPEE PUBLIC UTILITIES POSITION GUIDE

Position Title: Engineering Supervisor (Water)

August 13, 2026

Department: Engineering

FLSA Status: Exempt

Organizational Relationship:

Reports to: Director of Water Engineering & Operations

Supervises: Engineering Project Coordinators

Position Summary:

Responsible for managing the planning, design, construction, and documentation of water system infrastructure projects. Provides engineering and project management oversight for water system improvements, new development, and replacement or rehabilitation of existing infrastructure. Ensures projects comply with SPU standards, applicable regulations, approved plans and specifications, contractual requirements, budgets, schedules, and safety standards. Coordinates with developers, contractors, consultants, Operations, Finance, and other stakeholders throughout the project lifecycle.

Essential Duties and Responsibilities:

- Manage the design and development of water system infrastructure, including reviewing engineering plans, specifications, drawings, maps, and supporting documents; preparing or overseeing technical documents; and ensuring designs comply with SPU standards, applicable regulations, safety requirements, and system capacity needs.
- Manage water utility construction and infrastructure projects from planning and design through construction and completion, including project estimating, permitting, easements, scheduling, surveying, contract administration, construction inspection, project coordination, and contractor payment review.
- Provide project management for major water infrastructure projects, including wells, pumphouses, booster stations, trunk water mains, water treatment facilities, pressure tanks and towers, and the replacement or rehabilitation of existing facilities. Monitor project scope, schedule, budget, quality, and risks and coordinate resolution of project issues.
- Review and coordinate water system improvements associated with development, including public water main extensions, private water services, commercial and industrial projects, and trunk water main oversizing. Ensure projects meet SPU design standards and applicable requirements and that required fees are properly assessed and collected.
- Coordinate project and work order closeout with Engineering, Operations, Finance, contractors, and other stakeholders to ensure completed work is properly documented, costs are accurately assigned, and work orders and projects are closed in a timely manner.
- Maintain accurate engineering and project records, including plans, maps, specifications, estimates, easements, permits, construction documentation, and other technical records needed to support the safe, efficient, and reliable operation of the water system.

- Maintain and apply current professional and technical knowledge in water utility engineering, drafting, project management, applicable standards, technology, and industry practices through training, professional development, technical publications, and professional networks.

Competencies (Knowledge/Skills/Abilities):

Knowledge- Comprehensive knowledge of water system engineering, including fluid mechanics, water treatment, system design, and distribution networks; project budgeting and management; regulatory and permitting requirements; environmental and safety standards; and applicable federal, state, and local requirements, including Minnesota Department of Health, Minnesota DNR, and City of Shakopee requirements. Strong problem-solving and leadership skills are required.

Leading, Modeling, Visioning – Provides leadership by example and offers vision and inspiration to peers. Readily accepts feedback from others. Gives appropriate recognition to others. Displays passion and optimism.

Manages People - Coaches, evaluates, develops, inspires people; sets expectations, recognizes achievements, manages conflict, aligns performance goals with SPU goals, provides feedback, group leadership; delegates work to subordinates.

Planning/Organizing - Understands how to design efficient workflows; identifies opportunities for synergy and integration; attains higher productivity results with fewer resources and simpler processes.

Teamwork - Builds trust and collaboration. Contributes to team efforts by assisting other utility departments; accomplishing related results and performing additional duties as needed.

Communications - Strong verbal and writing skills; effective two-way communication; clearly articulates the key points of an issue; engages interpersonally with others; actively seeks input; able to influence and move things forward; able to communicate both positive and negative information for best results.

Problem Solving – Understands the operation of pumps, chemical feeds and operation of pump house equipment. Finds strategic alternatives and solutions and motivates others to do the same. Can act upon alternative solutions that fall outside of the status quo.

Change Management - Initiates and/or manages the change process with the ability to effectively create, lead, and implement change and energizes it on an ongoing basis; takes steps to remove barriers or accelerate the pace of change.

Customer Service - Promotes customer relations by interacting with water utility customers, notifying customers of upcoming water utility work, and responding to customer inquiries in a timely manner with professionalism.

Results - Focuses on results and delivering value; moves tasks and assignments toward closure; maintains high service commitment.

Reasoning Ability – Ability to define problems, collect and compile data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with abstract and concrete variables. Improves accuracy of water system design maps and plans by learning to read and interpret construction maps and specifications

Safety – Demonstrates a commitment to safety by following safety rules and guidelines and understands the importance of inspiring safety culture in the organization. Creates and maintains a safety culture of zero incidents or injuries within the department. Meets 100% participation at all safety meetings and training requirements.

Computer Skills: Working knowledge of Microsoft Office Suite (Outlook, Excel and Word), AutoCAD and AutoCAD Civil 3D, Bluebeam Revu, GIS applications and web-based regulatory reporting systems.



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Main 952.445-1988 • Fax 952.445-7767
www.shakopeeutilities.com

Qualifications:

Education: Bachelor's Degree in Civil Engineering, or other closely related field required.

Experience: Three (3) years of experience in engineering and project management in a municipal system plus MN Professional Engineering License (PE); or Six (6) years of experience plus Engineer in Training Certification (EIT).

Certificates and Licenses: Valid State of Minnesota Class "D" Driver's license is required. Engineer in Training Certification (EIT) required and MN Professional Engineering License (PE) preferred.

Work Environment:

Moderate activity level with frequent interaction, interruptions, and people moving throughout the work area. Occasional work at construction sites involving staking and construction observation. Requires high situational awareness and rapid problem-solving in environments with slippery, wet, or uneven surfaces; moving equipment; heat and cold; overhead equipment; open holes and trenches; and other construction hazards. Requires the ability to lift up to 50 pounds and wear required PPE.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.

The Position Guide does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of Shakopee Public Utilities and the requirements of the job change.