

JOB DESCRIPTION

Job Title	Senior Engineer	Supervisor	Principal Engineer
Department	Facilities & Operations	Class Group	Supervisor, Professional, Confidential
Division	Technical Services	Salary Grade	M100
Section	N/A	FLSA Status	Exempt

This job description is intended to describe the general nature and level of work being performed by people assigned to this job. The description is not intended to be an exhaustive list of responsibilities, duties and skills required for this position.

BASIC JOB SUMMARY

Under direction of the Principal Engineer, a Senior Engineer acts as a unit supervisor coordinating the work of technical personnel, may supervise professional engineers and technical services staff, acts as a staff specialist performing more difficult and responsible engineering work including exercising independent judgment and discretion. A Senior Engineer has wide scope of responsibilities in Engineering projects implementation, construction management along with providing seamless technical support to operations and maintenance staff; and performs related duties as required.

ESSENTIAL DUTIES WEIGHT

Duty 1

Conducts comprehensive engineering studies and makes recommendations on major projects; researches, collects, and analyzes data, and prepares engineering reports such as water systems design.

Duty 2

Prepares, negotiates and manages requests for qualifications and requests for proposals for District projects; develops legal and technical specifications and plans for projects and equipment purchases; prepares Board memos and recommendations for the award of construction contracts, equipment purchases, and consultant services; coordinates consultant's work during design of capital improvement and replacement projects and studies.

Duty 3

Provides project and construction management for capital improvement and replacement projects; coordinates with local and State agencies during design and construction of District projects; provides engineering and technical support for CEQA documentation and mitigation monitoring of District projects.

Duty 4

Coordinates and supervises construction inspection of projects by staff and consultants; supervises staff engaged in facilities inspection, construction management, and plan checking; checks work in progress; provides guidance and training for assigned projects and tasks.

Duty 5

Prepares master plans and preliminary designs; coordinates design of sewage collection, pumping and treatment facilities; coordinates design of water treatment, storage, pumping and distribution facilities.

Duty 6

Interviews and recommends selection of candidates; establishes performance expectations; prepares and conducts employee evaluations; conducts informal counseling on work issues; prepares documentation and improvement plans to address work performance problems/deficiencies, and recommends and implements approved disciplinary actions.

Duty 7

Provides engineering and technical support to the department's operating divisions and other District departments.

Duty 8

Participates in the preparation of the Capital Improvement Plan and annual budget.

Duty 9

Monitors the work progress of employees; schedules and assigns work ensuring the work unit objectives are met. Reviews and maintains District Standards and Specifications for construction methods and materials for water distribution and sewage collection facilities.

Duty 10

Explains engineering procedures, requirements and technical information to District personnel, elected officials, and the general public; represents the District in informational and negotiating meetings with land developers, representatives of other agencies or customers.

QUALIFICATIONS

DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:

- ◀ Civil engineering principles, practices, and methods;
- ◀ Hydraulics and hydrology;
- ◀ Construction practices, trades and materials;
- ◀ Project management and coordination;
- ◀ Contract administration practices and principles;
- ◀ Principles, practices, and techniques of supervision including personnel management practices;
- ◀ Methods and techniques used in design and construction for planning, design, cost estimation, construction, installation, and inspection of wastewater collection, distribution, and treatment facilities;
- ◀ Methods and techniques used in design and construction for planning, design, cost estimation, construction, installation, and inspection of wastewater collection, distribution, and treatment facilities;
- ◀ Federal, state, and local laws and regulations related to water/wastewater system design, construction, and plant operations;
- ◀ Engineering mathematics, economics, and statistical analysis;
- ◀ Safety standards and practices.

ABILITY TO:

- ◀ Establish and maintain cooperative working relationships with employees, other managers, the public, developers; other government agencies, consultants and contractors;
- ◀ Interpret, implement and enforce District water, REW, sewer and administrative ordinances and other state and local regulations;
- ◀ Prepare clear and concise technical reports, correspondence, and other administrative documents;
- ◀ Provide clear verbal communications and make formal group/public presentations;
- ◀ Analyze engineering and operational problems, evaluate alternatives and provide options and recommendations that demonstrates technical, administrative and political considerations;

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- ◀ Use a variety of software applications related to the occupation;
- ◀ Apply leadership and supervisory skills to create a team-oriented environment;
- ◀ Coach and develop employees.

PHYSICAL AND SENSORY REQUIREMENTS:

- ◀ Sufficient eyesight to read fine statistical reports and standard text and data on computer terminal screens;
- ◀ Ability to speak and hear at normal conversational levels in person and over the telephone;
- ◀ Manual dexterity to write legibly and to use calculators, computer terminal, and other general office machines;
- ◀ Ability to lift and carry up to approximately twenty-five pounds; and to reach, bend, or crouch to use files and records;
- ◀ Ability to occasionally walk on uneven and slippery surfaces;
- ◀ Some exposure to outdoors;
- ◀ Ability to travel to different sites and locations.

TRAINING AND EXPERIENCE GUIDELINES:

Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:

EDUCATION: Equivalent to a Bachelor's degree in engineering or related field. A Master's degree in engineering is preferred.

EXPERIENCE:

Four (4) years of increasingly responsible experience related to water and/or sewage collection and treatment systems with two (2) years of project management experience that includes some supervision.

REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:

A valid California class C driver's license must be maintained at all times.
California registration as a Professional Engineer.