

VALLEY CENTER MUNICIPAL WATER DISTRICT
SENIOR ENGINEER

DEFINITION

Under general direction of the District Engineer, Incumbent oversees staff and consultants involved in providing engineering services for customers and the planning, funding, design, inspection, and management of capital improvement and developer projects for the District.

CLASS CHARACTERISTICS

This is an exempt, single incumbent, professional level class responsible for managing engineering department staff and a variety of complex capital improvement projects to include: oversight of staff and consultants involved in planning, research and analysis, funding, design, inspection, project management and construction management activities related to water, sewer, and water reclamation projects. Incumbent performs long-range water resource planning and serves as the District Engineer in their absence.

ESSENTIAL DUTIES

The duties listed below 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 if the work is similar, related, or a logical assignment to this position.

Manages staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring that employees follow policies and procedures; and, making hiring, disciplinary, and termination decisions and recommendations.

Performs design work from preliminary design to completion of plans and specifications; manages and administers capital improvement projects, including those designed by outside consultants, from the planning, funding and preliminary design stages through construction and acceptance of the improvements by the District; administers contracts for the design/construction of capital improvement projects.

Coordinates the preparation of, or develops, engineering plans and specifications; coordinates required advertising for bids; reviews construction bids and makes necessary recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria; provides project management for the construction of the District's capital improvement projects; oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.

Coordinates the preparation of updates to the sewer and water system maps, data base, and comprehensive plans; prepares and administers engineering department and project budgets in assigned area of responsibility; maintains the engineering library and records; verifies "as-built" records of projects and documents, including necessary changes for the operation and maintenance programs.

Prepares and reviews improvement plans and specifications for capital improvement and privately funded projects; administers privately funded water and sewer improvement projects designed by private engineers from the plan checking stage through construction and acceptance of the improvements by the District; coordinates the design and construction of capital improvement projects with other utilities, government agencies and District departments.

Prepares engineering calculations and construction cost estimates; prepares and maintains project schedules; prepares legal descriptions and plat maps and the coordination of all survey work; meets with property owners, developers, contractors, utility and governmental agencies and engineers to review District policy, procedures and projects.

Identifies and develops local services of water supply, including reclamation, groundwater and water conservation; designs and implements water conservation programs; performs water availability studies for properties being developed relative to water service and fire protection.

Interprets District policy and procedures to engineering services staff as required; identifies problems associated with the implementation of District policy, researches possible solutions, evaluates alternative courses of action and makes recommendations to the District Engineer for policy or procedure modifications; meets with property owners, developers, and the public relative to District policy and procedures.

Maintains liaison with representatives of other agencies; represents the District to other governmental agencies, community groups, boards, developers, contractors and the public; provides professional assistance to others on engineering matters; makes presentations to Board of Directors; assumes responsibilities of District Engineer in the latter's absence.

Performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of: Civil engineering principles, practices and techniques with particular emphasis on the planning, design, construction and operation of water supply and wastewater reclamation systems and facilities; hydraulic modeling techniques and software for sewer and water distribution design, CEQA requirements and procedures, supervisory/leadership principles and practices; principles and practices of project management, scheduling and resource planning; principles and practices of contract development, negotiation and administration; federal, state and local laws and regulations pertaining to domestic water supplies and wastewater reclamation; using computer and related software applications; and, administrative principles and methods, including goal setting, budget development and implementation.

Ability to: Plan, organize, administer and coordinate a variety of complex engineering programs and services; plan, organize, assign, direct, review and evaluate the work of assigned staff; select, motivate and evaluate staff and provide for their training and professional development; develop and implement goals, objectives, policies, procedures, work standards and internal controls; analyze complex technical and administrative engineering problems, evaluate alternative solutions and adopt effective courses of action; direct, review and evaluate the work of consultants and contractors; prepare clear and concise reports, correspondence and other written materials; exercise sound independent judgment within general policy guidelines; communicate clearly and concisely, both orally and in writing, during presentations and public speaking; and, establish and maintain effective working relationships with other employees and those contacted in the course of the work.

EDUCATION, EXPERIENCE, LICENSES AND CERTIFICATIONS

Education: Equivalent to a Bachelor of Science Degree from an accredited college or university in Civil Engineering or closely related field.

Experience: A minimum of five years of broad and extensive post college professional engineering or project management experience in the design, construction and maintenance of water, sewer, water reclamation or public works projects with at least two years of the experience in a management or supervisory capacity; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

License and Certifications: California Class C Driver's License; California Registration as Professional Engineer in good standing.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: While performing the duties of this job, incumbent is usually required to stand, sit, talk, hear, and walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment. The incumbent is occasionally required to climb, balance, stoop, kneel, crouch, crawl, and smell. The incumbent must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: Work is performed mostly in office settings. Some outdoor work is required in the inspection of various developments, construction sites, or facilities. While performing the duties of this job, the incumbent occasionally works in outside weather conditions. The incumbent occasionally works near moving mechanical parts, heavy construction equipment and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and vibration. The noise level is usually quiet to moderate.

POSITION DESCRIPTION APPROVED:



General Manager

12/02/2020
Date