

SR. PROJECT ENGINEER
(Exempt)

DEFINITION

Under general supervision, plans, organizes, and coordinates a variety of complex design and construction activities as well as major capital improvement projects; supervises; performs related work as assigned.

CLASS CHARACTERISTICS

This class provides functional supervision to professional and technical engineering staff, as well as to consultants and professional service firms; provides project management services and coordinates the design and construction of District facilities.

EXAMPLES OF DUTIES

The duties listed below are illustrative only and are not meant to be a complete and exhaustive listing of all of the duties and responsibilities of this classification.

- Plans, organizes, assigns, directs, reviews, and evaluates the work of assigned staff and provides for their training and professional development; assists in the development of goals, objectives, policies, procedures and work standards for engineering.
- Administers complex capital improvement projects from preliminary design through construction and acceptance of improvements by the District; 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.
- Supervises the design of complex water and sewer system improvements; 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.
- Prepares legal descriptions; supervises filed investigations and surveys; prepares engineering calculations and construction cost estimates; reviews and coordinates engineering plans to construct, enlarge, and modify water system facilities and determine impact of District operations; visits work sites to monitor progress on projects.

- Assists in the preparation of the Department budget and the Capital Improvement Plan.
- Meets with property owners, developers, contractors, utility and governmental representatives and engineers to review District policy, procedures and projects.
- Prepares a variety of records and periodic and special reports related to department activities; and coordinates the preparation of drawings and specifications to be used for construction projects; may direct the bidding process, awarding of contracts, construction management and inspection of projects and directs consultants involved in performing phases of capital projects.

QUALIFICATIONS

The level and scope of the knowledge and skills listed below are related to experience, proficiency and complexity of work activities as specified under Class Characteristics.

Knowledge Of:

- Principles and practices of civil engineering, with emphasis on the planning, design, construction and operation of water supply and distribution systems and facilities.
- Principles and practices of project management, contract development, negotiation and development.
- Federal, state and local laws relating to water quality, treatments, storage and distribution.
- Principles and practices of administration, long-range capital planning

Abilities:

- Planning, organizing, administering and coordinating a variety of complex engineering programs and services.
- Directing, reviewing and evaluating the work of consultants and contractors.
- Planning, organizing, coordinating, reviewing and evaluating the work of professional and technical staff.
- Analyzing complex problems, evaluating alternatives, and reaching sound conclusions.
- Establishing and maintaining effective working relationships with supervisors, staff, other District personnel, and elected members of the Board of Directors.
- Representing the District effectively in contacts with other governmental agencies, private firms, community and professional groups and the public.
- Respond to emergencies as necessary.

Typical Physical Activities

- Travels frequently by motor vehicle in conducting District business.

- Regularly required to stoop, stand, bend, sit and walk and go up and down stairs.
- Frequently walks in uneven terrain, in an outdoor environment, making inspections of District facilities and construction projects.
- Possesses the ability to carry 30 pounds of equipment short distances.
- Must be able to communicate effectively, both orally and in writing with co-workers and customers.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and fax machines.
- Sits for extended time periods.
- Hearing and vision correctable to normal ranges.

Qualifications

Education: A Bachelor's degree from a four year college or university with major coursework in civil engineering or a related field, and registration as a Professional Civil Engineer in the state of California is desirable.

Experience: At least five years of increasingly responsible experience in water and/or wastewater engineering, and a minimum of two years supervisory experience is required. Engineering experience in an organization similar to this District, and experience working with an elected Board or Commission is desirable.

Other Requirements:

Driver's License: Possession of a valid California Class C driver's license. Failure to maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates.