



# Marina Coast Water District

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## SENIOR ENGINEER

### DEFINITION

Under general direction, plans, schedules, reviews, and performs professional engineering work related to the District's water, recycled water and wastewater development services; serves as project manager for complex professional engineering activities including planning, permitting and inspection review and approvals of private development projects and coordination with city, county, university & other government agencies, as well as customer service to all active, prospective, and past development customers; handles large complex projects and oversees the work of other engineers on smaller projects; oversees contracted services, development project reviews and testing and inspections; ensures that assigned functions meet all applicable laws, regulations, and District policies related to the District's land development and water utility infrastructure; provides complex staff assistance to the District Engineer in areas of expertise; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the District Engineer. Provides technical and functional direction to other engineering staff.

### CLASS CHARACTERISTICS

This is an advanced journey-level and highly specialized class in the professional engineering series. Incumbents are responsible for planning, organizing, reviewing, and personally performing professional engineering work, as well as providing professional-level support to assigned management staff in a variety of areas of expertise. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the District Engineer in that the latter is the highest-level class in the professional engineering series with managerial responsibility for all functions and activities of the District's Engineering Department.

### EXAMPLES OF DUTIES (Illustrative Only)

- Explains development processes and standards to small, medium, and larger development customers; processes and reviews plan sets; works with customers to install and inspect their water and wastewater work; calculates and expresses District costs for customer projects.
- Reviews for sufficiency customer provided as-built documents, property and easement documents, engineer's estimates, warranty bonds, and bills of sale, i.e., transferring ownership of infrastructure from the developer to the District; reviews for sufficiency and recommends to appropriate organization the acceptance of easements and other required legal land-related documents.

- Negotiates infrastructure agreements, easements, quit claims, right-of-entry agreements, and other documents and contracts.
- Operates, modifies, and administers hydraulic models and system maps.
- Participates in the development of water supply assessments, the Urban Water Management Plan, and other master plans.
- Performs intake and management of cost-to-connect payments and new accounts.
- Monitors activities of the work unit; recommends improvements and modifications and prepares various reports on activities and projects; recommends and assists in the implementation of goals and objectives; implements policies and procedures.
- Determines and recommends staffing needs for assigned activities and projects; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.
- Oversees the development of consultant requests for proposal for professional and/or construction services and the advertising and bid processes; evaluates proposals and recommends project award; negotiates and administers contracts after award; ensures contractor compliance with District standards and specifications, time and budget estimates; analyzes and resolves complex problems that may arise; recommends and approves field changes as required.
- Conducts land development planning activities; provides oversight and input into conceptual designs of development projects; investigates and resolves problems with scope of work or cost issues; ensures that projects are completed on time and within budget.
- Analyzes engineering plan design, specifications, and consultant and staff comments in accordance with design requirements and District and intergovernmental standards and regulations; recommends approval or additional engineering conditions and changes.
- Meets and confers with contractors, engineers, developers, architects, a variety of outside agencies, and the general public in acquiring information and coordinating engineering matters; provides information regarding District development requirements.
- Responds to and resolves various issues with the public, other department representatives, and outside agencies in a professional manner; identifies and reports findings and takes necessary corrective action.
- Serves as a liaison for assigned functional areas with other District departments, divisions, and outside agencies; attends meetings, as necessary; participates on a variety of boards, commissions, committees, and task forces; attends and participates in professional groups; stays abreast of new trends and innovations.
- Conducts a variety of organizational studies, investigations, and operational studies; assists in developing policies and procedures such as procedure guidelines, design standards, and standard plans and specifications while ensuring that operation and maintenance, financial, regulatory, and legal requirements are met.
- Develops and reviews staff reports related to engineering activities and services; presents information to the Board of Directors and various commissions, committees, and boards; performs a variety of public relations and outreach work related to assigned activities.
- Performs other duties as assigned.

# QUALIFICATIONS

## Knowledge of:

- Principles and practices of civil engineering as applied to the planning, design, cost estimating, construction, installation, and inspection of a wide variety of water, recycled water and wastewater developments.
- Civil engineering principles, concepts, standards, and practices associated with District programs and private development projects.
- Methods, materials, and techniques used in the construction of District and development projects.
- Contract management practices in a public agency setting.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Engineering calculations, particularly regarding hydraulics and pumps; both open channel flow and closed system.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned functional area.
- Safety principles and practices.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and with property owners, developers, contractors, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

## Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Conduct complex civil engineering research projects, evaluate alternatives, make sound recommendations, and prepare effective technical reports.
- Analyze and interpret engineering plans and specifications in accordance with design requirements and applicable standards and regulations.
- Manage and monitor complex projects on-time and within budget.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, legal descriptions, and other written materials.

- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations, technical written material, and District engineering policies and procedures.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

## **EDUCATION AND EXPERIENCE**

To qualify, a successful incumbent must possess both education and experience, which would provide the required knowledge and abilities. Experience may substitute for education. Minimum requirements to obtain the requisite knowledge and abilities are:

### **Education:**

Equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering or a related engineering field.

### **Experience:**

Seven (7) years of increasingly responsible experience in civil engineering with emphasis in water, recycled water and wastewater development services.

### **Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possess and maintain a valid certificate or registration as a Professional Engineer in the State of California.

## PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect District development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points, to operate a motor vehicle, and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

## ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

***FLSA Status: Exempt, not eligible for overtime***