

JOB DESCRIPTION
Senior Civil Engineer
Code Number: 22007

GENERAL PURPOSE

Under general direction, supervises and participates in the conduct of complex engineering projects, engineering analyses, research, planning and design for a variety of water and sewer capital construction programs and/or maintenance/improvement programs; plans, organizes, directs and reviews the work of professional and technical staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The responsibilities of incumbents in this class include the supervision of professional and technical staff in the Engineering Branch. Incumbents are also expected to perform and administer highly complex professional engineering work requiring a substantial level of professional training and experience. This class is distinguished from the lower class of Civil Engineer II in that it is a full first line supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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 the class.

Plans, organizes, controls, integrates and evaluates the work of a unit or project team of professional and technical staff; with staff, develops, implements and monitors work plans to achieve goals and objectives; contributes to the development of and monitors performance against the annual department/unit budget; supervises and participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards; assists in the development and implementation of engineering standards and priorities.

Establishes performance requirements and personal development targets with assigned staff; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action to address performance deficiencies, in accordance with the District's personnel rules, policies and labor contract provisions.

Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work environment which supports achieving the department's and the District's mission, strategic plan, objectives and values.

FLSA DETERMINATION: Meets professional exemption from overtime.

Administers the design and preparation of major capital projects utilizing consulting engineering firms or in-house staff; prepares costs estimates; establishes the scope, schedule and budget for design projects; negotiates and manages consultant contracts; reviews drawings and specifications for compliance with District standards; interprets specifications and District policies and initiates or reviews change orders; prepares periodic project status reports; seals final plans.

Represents the District with consultants and contractors; prepares correspondence on technical engineering issues; coordinates water and sewer utility engineering and planning activities with other departments and outside agencies; revises design and construction standards to improve methods, procedures and practices; makes authoritative interpretations of applicable laws, regulations, policies and design standards; revises and approves construction documents.

Assesses and evaluates alternative water supply and sewer collection options for the District and determines effective courses of action; performs complex engineering calculations and designs.

Participates in the preparation of operating budget recommendations; authorizes the purchase of materials and monitors work activities and expenditures to control costs.

Tracks, evaluates and reports on design project progress to department management.

Mentors lower-level engineers in all phases of assigned duties and office procedures.

Monitors, coordinates, evaluates and provides quality assurance to the development review process for development projects within EMWD service areas; reviews and approves developer plans, hydraulic calculations and analyses, and current planning for complex development projects involving water, sewer and reclaimed water plans-of-service consistent with District systems and Master Plan.

Monitors, coordinates, evaluates, modifies and provides quality assurance to the preparation of pressure zone plans and EMWD Master Plan.

Meets with developers and their engineers to explain and clarify EMWD criteria.

Participates in a variety of District projects including Improvement District and/or Assessment District formation, Financial Participation Charge Study, five-year Capital Improvement Program and Plan-of-Service Map preparation.

Drafts Agency Case Transmittal responses for proposed development projects being processed through the required regulatory agencies; participates in inter-agency coordinating meetings to resolve issues relative to EMWD involvement with the processing and approval of development projects; certifies system capacity for county permit processing of development projects.

FLSA DETERMINATION: Meets professional exemption from overtime.

Leads the District Development Review Committee (DRC), which provides a forum for an in-house multi-department group to review and comment on Plans-of-Service and Operations, Planning and Engineering issues brought before the committee.

Coordinates with other departments, units, agencies and private firms/individuals.

Performs related duties as assigned.

CONTINUOUS IMPROVEMENT RELATED DUTIES

Supports and promotes the application of Continuous Improvement principles in the oversight of operations within the business unit.

Assists in the development and maintenance of best practice in unit work processes and supports the philosophy of continuous improvement.

Develops and monitors team and individual performance measures, ensuring that they align with District's Strategic and Operational Plans.

Ensures a thorough understanding of the Strategic Planning Cycle and participates in its development and deployment.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of civil and hydraulic engineering as applied to water utility, wastewater and reclaimed water system engineering; modern methods and techniques used in the design and construction of a wide variety of waterworks capital projects, including surveying, hydraulics, mechanics and stress analysis; modern developments, current literature, and sources of information regarding the assigned area of engineering; applicable laws and regulatory codes related to development and construction of water and sewer infrastructure; principles of supervision, training and performance evaluation.

Ability to:

Make complex engineering computations and check, review and design plans and specifications for a wide variety of water and sewer utility capital projects; conduct independent project engineering; manage contracted engineering firms; identify needs and assignments and exercise judgment in carrying them out; use a personal computer for hydraulic modeling, spreadsheet and word processing applications; communicate clearly and concisely, both orally and in writing; supervise, train and evaluate professional and technical subordinates; establish and maintain effective working relationships with those contacted in the course of work.

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Continuous Improvement Based Knowledge and Abilities

Knowledge of:

The core values, concepts, and framework of continuous improvement criteria, including the principles of management by fact, and organizational and personal learning; familiar with process mapping and structured problem solving; theoretical and practical knowledge necessary to develop and monitor individual performance standards, and insure they align with key performance measures for the unit.

Ability to:

Maintain and utilize process flow charts for key processes, with performance standards related to customer and stakeholder needs; validate customer requirements; create a workplace that values employees, encourages their development, values their participation, and encourages innovation; create an environment of continuous improvement and to ensure business unit results consistent with expectations in key performance measures.

Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from an accredited college or university with a bachelor's degree in civil engineering; and eight years of professional engineering experience, including experience in public water/sewer/utility design and construction, with at least one year of experience at the level of the District's Civil Engineer II class; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid certificate of registration as a Professional Engineer issued by the State of California.

A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.

PHYSICAL AND MENTAL DEMANDS

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

Physical Demands

FLSA DETERMINATION: Meets professional exemption from overtime.

While performing the duties of this job, the employee is regularly required to sit and stand; talk and hear, both in person and by telephone; use hands to finger, handle, feel objects or controls; reach with hands and arms; and drive a vehicle.

Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple, concurrent tasks; work with constant interruptions, and interact with officials and the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee usually works under typical office conditions where the noise level in the work environment is quiet. Employees occasionally work in confined spaces and outside conditions, where they may be exposed to climatic conditions and where the noise level may be loud.

FLSA DETERMINATION: Meets professional exemption from overtime.