



CRESCENTA VALLEY WATER DISTRICT

SENIOR ENGINEER JOB DESCRIPTION

SUMMARY DESCRIPTION

Under direction of the Director of Engineering and Operations, the Senior Engineer oversees the Engineering Department by planning, managing, and coordinating staff and civil engineering work. This position carries a high level of responsibility and requires a person who can work independently. The Senior Engineer will understand management and leadership principles and apply them at all times. They will be deliberate about teamwork, professionalism, flexibility, active listening, and be able to express ideas and exercise good judgment in analyzing situations and making decisions. The Senior Engineer will have strong technical and interpersonal skills and experience necessary to lead and manage the Strategic Plan goals and objectives of the Engineering Department, developing staff, upholding CVWD's values statement, and promoting communication and collaboration across departments.

Under general supervision of the Director of Engineering and Operations, the Senior Engineer is an exempt position that has the ability to work independently and show sound engineering judgment.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Use effective leadership skills to coach and develop staff;
- Execute and manage complex engineering and capital improvement program projects;
- Prepare annual capital improvement program budget and monitor costs;
- Work closely with the Operations department to implement infrastructure upgrades;
- Work closely with the Production and Regulatory Affairs departments on water demands, daily operations, and water quality;
- Oversee consultants and contractors in project execution;
- Supervise and direct the Engineering Department staff and provide annual performance evaluations;
- Prepare various reports, requests for proposals and contracts necessary to implement the CIP and respond to data and information requests from outside agencies; and
- Duties and responsibilities carried out with considerable independence within the framework of CVWD's policies.

ESSENTIAL FUNCTIONS

- Provide regular feedback and support for growth and professional development of Engineering staff;
- Act as project manager for various engineering projects including managing and monitoring project budgets and schedules and updating the Director of Engineering and Operations as necessary;
- Perform comprehensive oversight of the planning, design and construction of water and sewer capital improvement projects including community outreach and coordination of contractors;

- Preparation of estimates and schedules to aid in the development of the annual budget for the water and wastewater capital improvement programs;
- Select and recommend consultants to perform construction administration and management for capital improvement projects;
- Supervise and direct the Engineering Department staff and provide annual performance evaluations;
- Supervise in-house and outside inspectors relative to construction activity, project scheduling, and documentation;
- Ability to negotiate change orders and coordinate final project close-out for projects of varying size and complexity;
- Assist in preparing detailed annual department budgets and collaborate with managers for review and approval;
- Interface with internal departments, government agencies, developers, contractors, and engineering consultants in conjunction with the design and implementation of the CIP and Development programs;
- Develop and QA/QC project plans, specifications and cost estimates for various water and sewer system improvements;
- Prepare and design a variety of specialized and complex water engineering projects such as pipelines, wells, reservoirs, emergency generators, and pump stations;
- Represent the District with other governmental agencies, customers, developers, contractors, and consulting engineers; and
- Prepare various reports, requests for proposals, contracts, staff reports, etc. Review various documents, proposals, calculations, plans etc.

OTHER DUTIES

- Assist in the implementation of software programs and models – e.g. GIS, hydraulic model, linear optimization model;
- Review, maintain, and enforce District design standards;
- Prepare specialized engineering studies and reports as necessary;
- Assist with monitoring of wastewater flows and calculating wastewater treatment fees;
- Assist with water quality and production reports to DDW, ULARA and other agencies
- Provide engineering and administrative support as necessary for the Engineering and other departments; and
- Plan for and participate in weekly collaboration meetings with the Operations & Maintenance Department.

QUALIFICATIONS

The successful candidate will reflect the District's core values as shown in the Strategic Plan. In addition, the following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully contribute to the District's mission and vision.

Knowledge of:

- Theory, principles, and design practices of water and wastewater systems;
- Master planning of water and wastewater systems;

- Understanding of engineering concepts including, but not limited to, groundwater, geotechnical concepts, wells, booster pumps, motors, electrical costs, and water quality treatment and monitoring equipment;
- Principles of budget development and expenditure control;
- Construction management and inspection;
- Procurement and risk management principles and best practices related to construction contract management;
- Water quality standards and treatment technology;
- A thorough knowledge of urban water agency statutes, codes, and regulations including safety, water quality and water rights;
- Water and Wastewater resources management and water supply development;
- Knowledge of and the ability to quickly determine and learn software alternatives – e.g. MS Office suite; ACAD Map; GIS ecosystems; SQL-based or other databases; hydraulic modeling software; project management platforms; customer information systems; and
- Occupational safety regulations and requirements.

Ability to:

- Manage and supervise Engineering staff and the Department's Strategic Plan goals and objectives;
- Be an Effective team member and communicator who contributes constructively and cooperatively to solve project or team issues while working collaboratively on multi-disciplinary teams;
- Practice a high level of attention to detail in technical writing and project management skills, including technical document review, QA/QC experience, and compliance report writing;
- Oversee the preparation of designs and drawings;
- Develop and maintain good working relationships with other agencies and stakeholders;
- Adjust workload changes to meet deadlines using best practices for organization, planning, and time management;
- Negotiate effectively with agencies, consultants, contractors, the public, and other stakeholders on behalf of CVWD;
- Effect sound project management that holds vendors to agreed-upon contracts;
- Demonstrate flexibility in considering approaches to various issues;
- Handle complex or technical customer inquiries, including communication with the public regarding construction projects, water quality issues, wastewater issues, and District events;
- Effectively lead and collaborate in a team environment and amongst multiple stakeholders; and
- Comply with, promote, and enforce CVWD's values statement.

Experience, Education, Licenses: *Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be considered qualifying. A typical way to obtain the knowledge and abilities would be:*

- **Education:** Bachelor of Science degree in Civil Engineering or a closely related field. Desirable – Master's Degree in Civil Engineering or Public Administration or a closely related field.
- **Experience:** A minimum of seven (7) years of engineering, construction or technical administrative experience within the water and/or wastewater industry.
- **Professional Engineer License:** Possession of a professional registration license as a Civil Engineer in the State of California.

- Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or 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 driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years
- State Resources Control Board, Division of Drinking Water - Water Treatment and Water Distribution Operators Certificates: Possession of Water Distribution Certificate - D2 or higher and/or possession of a Water Treatment Certification - T2 or higher preferred.

Physical Demands and Working Environment:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Environment: Standard office setting; exposure to computer screens; extensive interaction with District staff and the general public. 10% to 20% work time spent outside and exposed to the sun.
- Physical: Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of computer keyboard; pull, pull, lift and/or carry light to moderate amounts of weight; bend, stoop, kneel, and crawl; ability to verbally communicate to exchange information.
- Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.
- Hearing: Hear in the normal audio range with or without correction.