

## **Sacramento Suburban Water District Classification Specification**

**Job Class:** Senior Engineer

**FLSA Status:** Exempt

**Supervisor:** Engineering Manager

**Effective Date:** August 2017

### **Definition/ Distinguishing Characteristics**

Under general supervision, this senior level position performs professional engineering work in the planning, design and construction of District structures and facilities, including improvements for groundwater wells and water production, storage and distribution facilities; provides project coordination and direction to technical and professional engineering staff; and serves as resident engineer on construction projects. This position has supervisory responsibilities over professional and technical staff and is responsible for significant projects and/or program areas.

### **Examples of Duties**

The following duties are typical for this position. Depending upon the assignment, the employee may not perform all of the listed 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. Management retains the right to add, remove, or change duties at any time.

- Coordinates and oversees implementation of the District's capital improvements and other engineering activities; participates in the development of capital improvement and master plans.
- Coordinates activities during construction, including conducting inspections, reviewing inspection reports and change orders, participating in final walk-through, reviewing punch lists prepared by inspectors, overseeing final acceptance and turnover of facility to the District, and insuring as-built drawing preparation.
- Coordinates and/or participates in researching and preparing complex engineering studies and reports related to utilities and capital improvement projects; oversees coordination of engineering activities with outside agencies, consultants, developers and the public.
- Supervises, plans, organizes, prioritizes, assigns, supervises and evaluates the work of professional and technical engineering staff, other department staff and consultants.
- Prepares and/or reviews designs, reports, plans, specifications and technical standards.
- Researches, recommends and/or selects consultants and contractors for various projects; negotiate contracts and review work plans, monitor progress and authorize payments according to contract terms and conditions.
- Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for services, labor, materials and related resources for public works and utilities projects and/or programs; monitors and controls expenditures.

- Participates in the selection of staff; provides or coordinates staff training; works with employees to achieve high performance levels.
- Provides support to the Technical Services Director in making presentations regarding engineering issues, water production and/or capital improvement projects to the Board of Directors; represents the District in coordination with other utilities, regulatory agencies, governmental bodies, planning agencies, trade and professional associations, and technical groups.
- Assists in developing and implementing department goals, objectives, policies, regulations, procedures and work standards.
- Responds to emergency situations, difficult customer inquiries and complaints.

### **Mental and Physical Requirements**

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.

- Travels occasionally by airplane and frequently by automobile in conducting District business.
- Communicates frequently with District management staff, co-workers and the public in one-to-one and group settings.
- Regularly uses a telephone for communication.
- Regularly uses office equipment such as computers, copiers and fax machines.
- Frequently walks in uneven terrain, in an outdoor environment, making inspections of District facilities and construction projects.
- Sits for extended time periods.
- Hearing and vision required to be within normal ranges with or without correction.
- Must wear CalOSHA approved protective footwear with a minimum ANSI I/75 or equivalent ASTM rating.

### **Qualifications**

#### ***Knowledge Of:***

- Rules, regulations and codes applicable to District planning, design and construction functions.
- District policies, rules, regulations and procedures.
- Work safety standards and requirements.
- Principles of budget development and expenditure control.
- Principles of supervision, training and management.
- A thorough knowledge of urban water agency statutes, codes, and regulations with an emphasis on water quality issues.
- Materials, tools, equipment, methods, and techniques used in the planning, design and construction of water development, distribution and hydraulic projects and facilities.
- Computers and software programs involving designs, calculations, technical drawings and hydraulics.
- Common office computer software and database programs, including the Microsoft Suite of Programs (Word, Excel, Outlook, Access and PowerPoint).
- Current practices and sources of information relative to water industry engineering, research projects, operations and maintenance.

- Principles and practices of modern methods of management, organization and personnel administration.
- Fundamentals of water system hydraulics, electrical theory and electronics.
- Contract development, administration and construction management of public works projects.
- Permitting and environmental aspects of public works projects.

***Ability To:***

- Plan, organize and direct the work of staff and consultants to achieve efficient operations and meet District and Engineering Department goals.
- Read, understand and interpret documents, including engineering studies and reports, construction specifications, operating and maintenance procedure manuals, and engineering drawings associated with civil construction projects.
- Effectively review plans and specifications, blueprints and diagrams to verify completeness, accuracy and constructability.
- Effectively represent District engineering projects in meetings, presentations and discussions with the public, contractors and other organizations.
- Make sound decisions regarding design, construction, cost analyses, management and coordination of significant sized water projects; handle negotiations with consultants and contractors.
- Detect flaws in design, construction methods and materials to insure compliance with contract plans and specifications, permits, codes, regulations and laws.
- Develop recommendations and implications of different alternatives to resolving problems; interpret laws, legislative ordinances, administrative policies and procedures.
- Prepare concise and comprehensive reports, internal memoranda, letters, agreements and responses to contractor claims, and maintain detailed records related to capital projects.
- Use computer systems and software packages related to hydraulic analysis, design, computer-aided drafting (CAD), construction analysis and specifications.
- Effectively supervise and train staff in areas related to capital projects.
- Establish and maintain cooperative working relationships with coworkers, outside agencies, vendors, consultants/contractors, local community groups, public officials and the general public.
- Operate a computer for word processing, database, spreadsheet and presentation applications, and department specific software.
- Communicate effectively both orally and in writing.
- Initiate and maintain effective safety practices that relate to the nature of the work.
- Pass pre-employment physical, drug and alcohol examination, and background check.

***Education, Experience, Licenses and Certifications:***

***Required:***

- A Bachelor's Degree in Civil, Chemical, Environmental or Mechanical Engineering from an accredited college or university.

- A valid and current Certificate of Registration as a Professional Engineer issued by the State of California.
- Valid California Driver's License issued by the California Department of Motor Vehicles.
- Proof of 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. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.
- Five (5) years of experience in water system planning, design and construction, including evaluating groundwater wells; planning, design, construction and rehabilitation of groundwater wells and production facilities; and/or developing water distribution and/or treatment systems and facilities; required experience must include at least three (3) years in a supervisory or senior level position.
- State of California Water Distribution Operator Certificate Grade D2 and Treatment Operator Certificate Grade T1, or ability to obtain Grade D2 certification within one (1) year of employment and Grade T1 certification within two (2) years of employment.

Incumbents must complete the requirements to maintain the required licenses, and complete the designated number of contact hours (i.e., continuing education/training requirements) to maintain the required certification, as a condition of continued employment.

***Desirable:***

Any combination of education and experience which would likely provide the necessary knowledge and abilities is acceptable. A typical way to obtain the knowledge and abilities would be:

- Experience in an engineering position which included responsibility for the formulation and implementation of programs, budgets and administrative operations is highly desirable.
- Additional years of engineering experience in water system planning, design and construction, particularly in developing water distribution and/or treatment systems and facilities, is highly desirable.
- Additional experience in a supervisory position is highly desirable.
- State of California Water Distribution Operator Certificate Grade D3 or higher.
- State of California Water Treatment Operator Certificate Grade T2 or higher.

**The specific statements shown in each section of this class specification are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.**