



Ross Valley Sanitary District Senior Engineer

DEFINITION

Under general direction, the Senior Engineer plans, organizes, directs and supervises technical and professional civil engineering work including project management, construction management, design work, inspections and other engineering and technical services for the District; manages the more complex projects; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

The Senior Engineer is the advanced journey level in the Engineer class series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, which includes providing direct supervision over assigned personnel. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from a higher-level manager and provides direct supervision to professional and technical engineering staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for planning, design, construction, rehabilitation, operation and maintenance of utilities projects and/or programs; implement policies and procedures.
- Plan, prioritize, assign, supervise and review the work of staff involved in a variety of engineering projects and/or programs.
- Inspect and evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare reports on operations and activities.
- Participate in budget preparation and administration, including the capital improvement budget; prepare cost estimates for budget recommendations; submit justifications for services, labor, materials and related resources for public works and utilities projects and/or programs; monitor and control expenditures.

- Manage and/or participate in the preparation of complex engineering studies and reports related to public works, utilities, and capital improvement projects according to section assignment; oversee coordination of assigned section activities with other District departments, divisions, and sections, outside agencies, citizens, consultants, and developers.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Research, recommend and/or select consultants and contractors for various projects; negotiate contracts and review work plans, monitor progress and authorize payments according to contract terms and conditions.
- Communicate status of work to managers, staff, and co-workers as appropriate.
- Ensure delivery of safety training of department staff.
- Collaborate with colleagues on District projects and development and implementation of policies and procedures.
- Provide conceptual design of projects.
- Perform review, analysis, data gathering and input of maintenance and asset information.
- Coordinate the administration and on-going support of the Computerized Maintenance Management Software (CMMS), CAD, and geographic information system (GIS) information systems.
- Administer contracts; ensure contractor compliance with District codes and standards.
- Maintain records and files, including electronic and hard copy drawings.
- Oversee Quality Assurance and Quality Control of data.
- Prepare correspondence, reports, procedures, and other written materials.
- Conduct engineering studies; evaluate alternatives and make recommendations.
- Confer with representatives of external agencies, contractors and architects, and the public regarding conformance to standards, plans, specifications, and codes; make final decisions regarding exceptions.
- Evaluate proposals; recommend awards.
- Oversee quality assurance and quality control of data.
- Act as project manager on the more complex District projects; recommend field changes.
- Conduct and document onsite inspections.
- Manage procurement, inventory, and allocation of materials; contact vendors and ensure compliance with District fiscal policies.
- Enforce District standards, codes, and regulations.
- Coordinate outreach and collaboration with external agencies and consortium activities.
- Review contract submittals; negotiate and prepare changes in contracts.
- Coordinate annual budget requests for engineering function; monitor expenses.
- Investigate problems with scope of work or cost issues.
- Review and recommend approval of progress payments.
- Prepare environmental reports and respond to state and federal regulatory agencies.
- Utilize the Computerized Maintenance Management Software (CMMS) to generate and complete work orders and to analyze data and prepare reports.
- Respond to mapping requests and permitting questions.

- Provide support for staff performing service calls.
- Prepare reports for Board of Directors.
- Oversee emergency preparedness related to engineering functions.
- Perform other duties as assigned.

REQUIREMENTS

Knowledge

- Principles and practices of supervision.
- Time management and project management.
- Engineering principles and practices as applied to collection systems.
- Methods and practices for applying AWWA/WEF asset management principles to wastewater collection systems infrastructure.
- Methods and techniques used in the design and construction of a wide variety of engineering projects.
- Practices and procedures in budget preparation and administration.
- Contract administration practices and principles including development of specifications, evaluation of bids, contract monitoring, and negotiation procedures.
- Public agency and public works bidding, contracting, and purchasing policies.
- Methods and techniques used in design and construction of a wide variety of engineering projects.
- Applicable laws and regulations relevant to collection system design, construction, and operation.
- Methods, techniques, and procedures used in engineering and construction project management.
- Use of standard office equipment, Microsoft Office Suite software and computer software used in wastewater industry.
- Safety hazards and regulations applicable to work assignments.

Skills and Abilities

- Supervising, training and coordinating staff.
- Working independently and as a team member.
- Prioritizing work for self and others.
- Carrying out calculations involving advanced mathematical concepts.
- Defining problems, collecting data, establishing facts, and drawing valid conclusions.
- Managing complex projects to completion within scheduled deadlines.
- Understanding and accurately carrying out written and verbal directions.
- Reading, analyzing, and interpreting complex technical procedures and governmental regulations.
- Effective verbal and written communication skills including public presentation skills.
- Writing reports, business correspondence, and procedure manuals.
- Presenting information to a varied audience; responding to questions in audience-appropriate manner.
- Interacting with others in professional manner.

- Carrying out calculations involving mathematical concepts.
- Operating computer-aided drafting and design software and generating sketch drawings.
- Interpreting technical information in mathematical or diagrammatic form.
- Preparing administrative, technical, and financial reports.
- Expert in Microsoft Office Suite, including Access and Excel, and SQL.
- Interpreting and applying federal, state, and local policies, procedure, laws, and regulations, particularly in contract administration.
- Communicating clearly both orally and in writing.

Interpersonal Skills

- Collaborative problem identification and solution development.
- Communication that maintains productive working relationships and facilitates a useful exchange of information.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education and experience that provides the knowledge, skills, and abilities required for this position. A typical way of obtaining the required qualifications is to possess the equivalent of:

- Bachelor’s Degree from an accredited four-year college or university with major coursework in civil engineering, or a related engineering field.
- Two years increasingly responsible professional engineering experience in the collection system/wastewater industry including design, construction, and project leadership comparable to an Associate Engineer with the District.
- Three years in a supervisory position.
- Experience operating a Computer Aided Design (CAD) system, hydraulic analysis software, contract management, and project scheduling programs is desirable.

Licensing, Certification, and Registration

Possession of the following licensures, certifications, and/or registrations:

- Certificate of Registration as a Professional Engineer issued by the California State Board of Registration.
- Must possess a valid California Class “C” Driver’s License at the time of application and maintain insurability with the District’s vehicle liability insurance throughout employment.

Failure to maintain California State Professional Engineering standards and licensure may result in loss of employment.

PHYSICAL WORKING CONDITIONS

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

Positions in this class typically require sitting at a desk, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, fingering, grasping, talking, hearing, seeing, distinguishing color, and repetitive motions.

Additionally, the position requires near and far vision in reading correspondence, statistical data and using a computer keyboard to enter and retrieve data. Acute hearing is required when providing telephone and personal service. Ability to lift, drag, and push files, paper, and documents weighing up to 25 pounds is required.

Incumbents may be exposed to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, blood and other bodily fluids, extreme temperatures, inadequate lighting, confined space restrictions, and intense noises.

Pre-employment Requirements

No pre-employment drug testing or physical examinations required.

FLSA Status:	Exempt
Employment Status:	Unrepresented
Approved by:	Ross Valley Sanitary District Board of Directors
Date:	September 18, 2019