

## **SENIOR ENGINEER**

### Definition:

Under the general direction of the Deputy Director of Technical Services, plan, organize, direct, and supervise professional engineering work related to the design, upgrade, and expansion requirements of the Agency's water projects; and to perform a variety of complex and difficult engineering tasks relative to assigned areas of responsibility.

### Distinguishing Characteristics:

This is a single position classification distinguished by being a mid-management, FLSA exempt, position requiring independent work with only general direction. The incumbent may supervise professional and technical staff and direct the work of consultants, and is responsible for significant projects and/or program areas within the Engineering Division of the Technical Services Department. May be required to act in the capacity of the Deputy Director or Director. The position works both indoors and outdoors in all kinds of weather. The position requires sitting for long periods, periodic bending, squatting, stooping and climbing; walking on uneven or slippery surfaces; occasionally lift and/or move up to fifty (50) pounds; and, regular use of the telephone and a personal computer.

### Examples of Duties:

- exercise direct supervision over professional engineering staff;
- perform complex and difficult engineering tasks related to the design and construction of water systems facilities;
- initiate and conduct engineering design and manage construction of projects;
- perform final review of plans and specifications;
- coordinate and direct work performed by engineering consultants;
- provide technical information, maps and related data to other Agency departments;
- analyze water systems and develop master plans for future expansion of water systems;
- manage and/or participate in the preparation of complex engineering studies and reports related to public works, utilities, and capital improvement projects;
- assist in preparing procedures, setting goals and objectives of the Division, establishing schedules, and implementing policies and procedures;
- assist with the supervision and evaluation of job performance of engineering personnel;
- participate in budget preparation and administration, including the capital improvement budget;
- prepare cost estimates for budget recommendations;

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- submit justifications for services, labor, materials and related resources for public works and utilities projects and/or programs;
- monitor and control expenditures;
- may be required to attend meetings of the Board of Directors and/or represent the department or Agency at meetings with other public and private organizations.

### Qualifications:

### Knowledge of:

- the principles and practices of effective management, supervision, training, and performance evaluations;
- principles of public agency budgeting;
- civil and hydraulic engineering;
- pertinent local, state and federal laws, ordinances, and rules;
- surveying, mapping, control systems, and related engineering principles;
- principles and practices of safety management;
- modern office methods, procedures, and computer principles.

### Ability to:

- plan, organize, direct, and evaluate the work of engineering staff;
- supervise and train employees;
- establish, maintain, and control a departmental budget;
- prepare a wide variety of technical written and oral reports;
- apply specific laws, rules and office policies and procedures;
- speak and write effectively;
- make effective presentations to the Board of Directors and other groups;
- meet and deal tactfully with those contacted in the course of work;
- establish and maintain effective working relations;
- operate standard office equipment.

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### Education/Experience:

Sufficient education, training, and experience to demonstrate the knowledge and abilities listed above. These would normally be acquired by completion of a B.S. degree in Civil Engineering or related field from an accredited college or university and five years of increasingly responsible professional and administrative experience with a water system related operation, or an equivalent combination of education and experience.

### License/Certificates:

Must possess and maintain a valid California driver's license with an acceptable driving record and registration as a Professional Civil Engineer in the State of California.