

North Marin Water District

SENIOR ENGINEER

*This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include all** duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION

Under general direction of the Chief Engineer (or Assistant General Manager/Chief Engineer if applicable), to be in charge of major engineering projects or programs, difficult and complex professional and technical engineering work, assist in the planning of major engineering projects, oversee the quality of work performed by professional and sub-professional engineering personnel, and other related work as required. Represents and acts on behalf of the Assistant General Manager/Chief Engineer (AGM/Chief Engineer) in communication to subordinate managers and others during periods of absence or as assigned.

DISTINGUISHING CHARACTERISTICS

The **Senior Engineer** organizes, supervises and directs the following Engineering staff members: Engineering Techs I – IV (Field roles), Jr. Engineer and contracting Engineers with oversight on records management; capital improvement program (CIP), and new applicant water/sewer service. Recruits, interviews and assists in the selection of Engineering Department employees. This position has high level of contact with other governmental agencies, and private professionals and contractors. This position is distinguished from the Chief Engineer (or AGM/Chief Engineer if applicable) which is a department head position responsible for the Engineering Department.

SUPERVISION RECEIVED/EXERCISED

Receives general direction from the AGM/Chief Engineer. The **Senior Engineer** provides supervision of, direction to, and collaborates with the Engineering Technicians (field), Jr. Engineer and Contracting Engineers.

ESSENTIAL DUTIES (include but are not limited to the following):

Researches, analyses and prepares complex staff reports and makes recommendations to the Chief Engineer, General Manager and/or Board of Directors. Plans, develops and implements goals and objects for the Engineering Department. Selects, trains and evaluates the work of assigned subordinates; advises and consults with the AGM/Chief Engineer on difficult engineering problems. Prepares and presents staff reports to the AGM/Chief Engineer or the Board directly for consideration. Assist in the development and implementation of administrative programs, policies and procedures. Performs detailed design of water and sewer facilities including drafting and computer aided design (CAD) work, preparation of technical specifications, material requisitions, and master plans of water and sewer facilities; inspects and/or supervises construction project work as required; prepares cost and budgetary estimates on projects; tracks costs and budgets of assigned projects; responds to and follows through on public inquiries or customer service calls; drafts new standards and specifications as required;

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conducts reviews and responds to engineering studies, including California Environmental Quality Act (CEQA) and National Environmental Protection Act (NEPA) reports; prepares material and construction contract packages and proposals, prepares Request For Proposals (RFP's); conducts water supply and sewage collection/treatment/disposal feasibility studies and master planning; and participates in a variety of professional committees.

QUALIFICATIONS (The following minimum qualifications are necessary for entry into the class):

Experience/Education

A minimum of four years of progressively responsible, full-time professional engineering experience, at least two years of which were in supervisory or administrative capacity. Bachelor of Science degree in engineering from an accredited college or university.

Knowledge/Skill/Ability

In-depth knowledge of: principles, methods, materials and equipment used in professional engineering design, drafting, and inspecting; water and sewer facilities including transmission and distribution systems, storage tanks, pump stations, treatment plants and facilities, and engineering alternatives to traditional capital facilities; industry construction methods and materials; computer operations, software, and programs that assist in engineering work; District policies, procedures and issues; thorough understanding and knowledge of City, County, and State codes and ordinances; knowledge of local, state and federal permitting requirements and procedures related to water and sewer infrastructure in developed and undeveloped landscapes.

Ability to: provide critical thinking to assigned projects; troubleshoot issues and provide fail safe options; conduct field operations; and work rotating shifts, weekends, holidays and remain available in the event of an emergency; maintain effective working relationships in the event of an emergency. Possesses knowledge of the principles and methods of organization and management and ability to work as part of a Districtwide technical team involved with all construction and maintenance activities; lead, train, motivate and direct the work of field Engineering staff; familiarity with and ability to effectively use engineering design software and other computer aids commonly found in an engineering design office, ability to establish and maintain effective relationships with direct reports, the Officers of the District, other public and private agencies, contractors, developers and the general public.

Working Conditions

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing and reviewing construction plans, statistical reports and data, and using a computer keyboard. Additionally, the position requires near, far, and color vision in reading reports, reviewing plans and blueprints, and using the computer. When visiting construction sites or existing District facilities the position will require walking on uneven and slippery surfaces, climbing ladders or stairwells, exposure to all weather conditions, dust and pollen, and potential mechanical and heavy equipment hazards.

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LICENSE/CERTIFICATE

Possession of a valid Certificate of Registration as a Professional Engineer (in Civil or Mechanical Engineering), issued by the State of California Board of Registration for Professional Engineers. Possession of a valid Class C California driver's license.

OTHER REQUIREMENTS

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.

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