

NOVATO SANITARY DISTRICT

SENIOR ENGINEER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to 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 supervision in the District's Technical Services department, serve as a leader of the engineering projects section responsible for directing the processing of engineering studies, development of designs, plans and specifications and assigning engineering projects to professional staff, managing the integration of special projects with schedules of continuous operations, supporting the department's organizational policy and procedural development activity and supervising office operations in conformance with applicable statutes, regulations, policies, procedures and technical standards.

DISTINGUISHING CHARACTERISTICS

This is a senior level professional civil engineering classification. Incumbents are expected to independently perform the full scope of assigned duties.

SUPERVISION RECEIVED/EXERCISED

Receive general supervision from the Deputy Manager-Engineer, or in the absence of the Deputy Manager-Engineer, from another supervisor as designated by the District Manager-Engineer. Incumbents may exercise functional and technical supervision over assigned staff.

ESSENTIAL FUNCTIONS *(include but are not limited to the following)*

- **Policy Implementation:** Develops and implements operating policies and procedures for use in preparing capital improvement planning documents and studies, design and plans review, specifications, estimates, construction documents and other materials required for engineering operations and services. Manage the preparation of plans, specifications, estimates, construction documents, and other materials required for the planning, design and construction of improvement projects. Assure projects are constructed to the required specifications, within approved budgets and within specified time limits. Control compliance with regulations, project and contract specifications. Perform professional engineering assignments in design and construction of improvement projects; serves as technical advisor to engineering staff in complex engineering operations or assignments. Oversee the selection and monitoring of consultants employed in projects.
- **Supervision and Training:** Organize allocation of staff among various capital improvement projects and activities. Establish general rules to apply to daily operations. Participate in the selection of new employees; schedule and monitor their orientation. Schedule, monitor and train or arrange for the training of employees on professional standards and procedures. Oversee overall progress on improvement projects and assist in correcting schedule deviations. Formally evaluate employee performance. Recommend formal commendation, discipline and discharge of employees, and under direction, implement related actions. Investigate policies, procedures and practices related to grievances presented by employees, and under direction, resolve or respond accordingly.

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- **Engineering Operations:** Establish and implement engineering project and work schedules for planned and approved capital improvement projects and for office engineering activities. Review and adjust schedules as needed; review accuracy of engineering records. Make decisions in emergency or critical situations requiring immediate action. Prepare information and data for equipment purchases and engineering projects involving the application of multiple legal, technical, or regulatory requirements. Direct the maintenance of engineering records. Prepare periodic and annual reports; provide for retention of appropriate records. Coordinate operations with other agencies. Serve as liaison between the District and external agencies on matters involving maintenance and repair programs.
- **Policy Development Support:** Prepare and provide reports, information and advice on statutory and regulatory requirements, technical standards and probable operational impacts of contemplated staffing, operational systems and equipment, or other policy changes relating to engineering programs. Provide technical information and advice to departments on engineering subjects. Prepare time and cost estimates for engineering budget preparation. Research, recommend, and participate in the planning of proposed projects. Prepare planning documents and direct studies for capital improvement planning.

OTHER ASSIGNED DUTIES

- **General Operations:** Participates in the general administrative operations of the department and the District. Assume responsibility for covering a part of the work assignments of other supervisors or managers during short absences. Respond to inquiries and requests from the public, customers, and outside organizations. Participate in teams engaged with process and customer service improvements, cross-training, peer and team performance evaluations. Participate in District related civic events, and activities of community and professional organizations; attend meetings and make presentations. Participate in District committees, social and staff functions. Perform other assigned work which is consistent with the responsibilities assigned to the classification and necessary to the operations of the department and the District.
- Establish positive working relationships with representatives of community organizations, state/local agencies and associations, District management and staff and the public.

WORKING CONDITIONS *(Essential duties require incumbents to meet the following working conditions and physical and mental abilities. Also, see section 9.0.)*

- Sit at a desk and in meetings, walk, stand, bend, squat, climb, kneel, and twist while working at and within wastewater facilities; working both indoors and outdoors, at times in inclement weather, with possibility of being exposed to vapors, odors, dust and pollen;
- Visit construction sites and perform activities related to the essential functions as discussed herein;
- Perform simple and power grasping, pushing, pulling, and fine manipulation;
- Intermittently lift or carry weight of 25 pounds or less;
- Work in an office or construction site setting, handling chemicals and biohazards;
- Be physically capable of sustained walking, standing and climbing; ascending and descending ladders and stairs;

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- Operate automobiles, computers and office equipment, field communications equipment, and other equipment used in engineering and construction work;
- Operate safety devices and equipment and apply proper safety procedures in hazardous environments;
- Stay mentally alert for safety, driving, emergency response, and multiple activity coordination; and
- Work weekends and holidays as required.

QUALIFICATIONS *(The following are minimal qualifications necessary for entry into the classification.)*

Possess a combination of training and experience which demonstrates that a person has obtained the required knowledge and is able to perform the required work (with reasonable accommodation, if needed). A person with the following combined training and experience would typically qualify to compete in a selection process:

- **EDUCATION:** Bachelors Degree in Civil Engineering, or Mechanical Engineering, or closely related field from a recognized college or university. A Masters degree in sanitary engineering is preferred.
- **EXPERIENCE:** Seven (7) years of professional level experience in civil engineering practice related to water or wastewater capital improvement planning, design and construction, and secondary wastewater treatment plant maintenance experience; of which at least two (2) years was with a facility of comparable size and complexity to that of the District.
- Eligibility to work in the United States under appropriate federal regulations.
- Completion of a medical examination administered by a licensed medical doctor, selected and paid by the District, to determine physical fitness for the job.
- Possess a valid California motor vehicle driver's license and a good driving record consistent with requirements established by the District. Failure to maintain an acceptable driving record shall be cause for discipline, up to and including dismissal;
- California State Registration as a Professional Engineer.

Knowledge/Skills/Abilities *(The following is a representative sample of the KSA's necessary to perform essential duties of the position.)*

Knowledge of the following is required to perform the essential function:

- Federal and state legislative enactments and regulations applicable to department programs.
- Professional civil engineering principles, standards, practices and technical support functions.
- Design, construction and operation of secondary wastewater treatment plants, collection systems, pump stations and well water distribution systems.
- Materials, procedures and equipment applied in the construction, operation and maintenance of water and wastewater facilities and equipment.

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- Civil engineering contract administration practices including development of designs, specification, letting and evaluating bids, negotiating contracts, inspection standards, progress monitoring and conflict resolution mechanisms.
- Legal, regulatory and permit requirements applicable to public works projects.
- Principles and practices of supervision, training and performance evaluation.

Ability to do the following is required to perform the essential function:

- Interpret and apply the general intent and specific provisions of multiple laws and regulations to particular conditions.
- Develop and implement engineering operating policies and procedures.
- Evaluate, plan and establish a sequence of action for multiple projects to progress toward specific objectives.
- Provide verbal and written direction and advice to a wide variety of people and officials.
- Persuasively communicate ideas assert a point of view in complex or controversial situations.
- Establish and maintain open and honest communications with co-workers at all levels of the organization.
- Exhibit and instill in subordinates a high customer service priority.
- Read, write and clearly speak effectively.
- Perform mathematical, statistical, geometric and algebraic calculations common to utility service quantification, rate-setting, civil engineering and public agency budget work.
- Perform professional engineering design work.
- Operate automobiles and electric carts, office computers and field communications equipment.
- Operate safety devices and equipment and apply proper safety procedures in hazardous environments.
- Ascend and descend ladders and stairs.
- Tolerate physical presence at heights of up to 125 feet on outdoor catwalks and exterior walkways of large structures.
- Withstand periods of physical exposure to the presence of fumes, odors, dust and pollen without incapacitating adverse effect.
- Safely enter and leave confined spaces.

EMPLOYMENT CONDITIONS

- Position specifications Approved by: Board of Directors
- Fair Labor Standards Act Overtime: Exempt
- Appointment and Removal Authority: General Manager-Chief Engineer
