VALLECITOS WATER DISTRICT

DEVELOPMENT SERVICES SENIOR ENGINEER

DEFINITION

Under general supervision, plans, organizes, directs, coordinates, and oversees the activities of development projects, planning studies, and environmental compliance; implements provisions of the Master Plan; makes recommendations for action and assists in the development and implementation of policy, procedure, and department budget; performs related duties as required.

CLASS CHARACTERISTICS

This single incumbent supervisory class is responsible for overall management of the development services department, including planning studies, development projects, and environmental compliance, including supervising assigned staff. It is distinguished from the District Engineer, which is responsible for all District engineering functions. It is distinguished from the Capital Facilities Senior Engineer, which is responsible for engineering capital projects.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

- Plans, assigns, supervises, reviews, and evaluates the work of assigned staff; provides staff training and development; assists in the selection of staff; reviews work for accuracy and compliance with department standards; studies and standardizes procedures to improve department efficiency; participates in necessary disciplinary actions; writes performance appraisals; ensures high level of customer service; provides assistance to staff in resolving problems; ensures safe work methods are followed and appropriate safety precautions and equipment are utilized; and conducts safety meetings;
- Manages and administers development projects, from the preliminary planning stages through construction and acceptance of developer improvements by the District; administers contracts for the District’s regional planning and environmental needs; orders and monitors related studies; assists in selection of consultants;
- Oversees and performs a variety of professional and paraprofessional engineering work, including the review of project plans and specifications, and engineering estimates; directs and/or coordinates developer projects;
- Manages, coordinates, and reviews Master Plan, Program Environmental Impact Report, and all other regional planning documents related to the District;
- Manages and coordinates environmental elements of Capital Improvement and development projects; prepares environmental documentation; reviews comments on Environmental Impact Reports and prepares accompanying letters; evaluates water and sewer capital facility fees by interpreting District policies;
- Performs and reviews Water/Sewer Studies, water and sewer availability letters, and site plan reviews; assists customers and developers with items needed to start and complete
projects; explains policies and procedures and prepares required paperwork for annexations, extensions of service, and payback agreements; interprets and explains regulations and fees to the public;

- Performs plan review; evaluates compliance with laws, ordinances, and acceptable engineering standards and recommends corrections or improvements; reviews legal descriptions and deeds for easements and rights-of-way;
- Prepares or directs preparation of items submitted for Board consideration; interprets information, makes recommendations, and prepares follow up documents; discusses findings with management and prepares reports of various studies; represents Development Services Department at Board meetings and Board committee meetings to provide information related to development projects;
- Compiles and analyzes statistical data and prepares technical reports relating to projects and programs; assists in the preparation of cost projections for the department budget and monitors expenditures;
- Coordinates development project activities with other department staff, District personnel, District legal counsel and agencies; provides technical assistance to other departments and District personnel; attends and makes presentations to District committees, commissions, and Board of Directors;
- Holds regular meetings with staff to communicate expectations, receive feedback, resolve problems, develop trusting relationships, provide motivation and employee recognition, stay abreast of staff’s work activities, and provide required resources for work assignments;
- Operates copiers and a variety of office equipment;
- Performs duties in a professional manner and works well with others or in a team setting;
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public;
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities;
- Observes safe work practices and safety methods; performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge, Skills, and Abilities

Knowledge of:

- Principles and practices of employee supervision including selection, training, work evaluation, and discipline;
- Principles, practices, and methods of civil engineering principles, practices, and techniques with particular reference to the planning, design, construction, and operation of water supply and wastewater collection and reclamation systems and facilities;
- Principles and practices of contract administration;
- Business data processing applications related to the solution of engineering problems, including water & sewer modeling software, and the maintenance of records; computer applications relating to the work;
- Administrative principles and methods including goal setting, program and budget development and implementation;
- Relevant occupational health and safety regulations and guidelines;
- Safe work methods and safety practices relevant to the work.

Ability to:
- Plan, organize, administer, and coordinate a variety of complex engineering programs and services;
- Plan, organize, assign, direct, review, and evaluate the work of assigned staff;
- Select, motivate, and evaluate staff and provide for their training and professional development;
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls;
- Analyze complex technical and administrative engineering problems, evaluate alternative solutions, and adopt effective courses of action;
- Select consultants; assess final work product and confirm compliance with contract or agreement;
- Prepare clear and concise reports, correspondence, and other written materials;
- Exercise sound independent judgment within general policy guidelines;
- Establish and maintain effective working relationships with other employees and those contacted in the course of the work.

Education & Experience

Any combination of education or experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be: Bachelor’s degree from an accredited college or university in civil, environmental, or another related engineering field, and; four years of professional engineering experience in the planning, design, construction, maintenance, or operation of water distribution facilities and/or wastewater collection, treatment, and reclamation facilities required, with at least one year in a lead role preferred.

Licenses, Certificates, and Special Requirements

- Possession of a current and valid California Professional Engineer’s license is required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees may be required to wear and/or use personal protective and other safety equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees are frequently required to sit, talk, and hear. Employees are occasionally required to stand; walk; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various developments, construction sites, or facilities. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and heavy construction equipment and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work
environment is usually quiet to moderate. There is occasionally sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.

I have reviewed this Job Description with my Supervisor and agree with its contents.

_________________________________________        ____________________
Employee Signature                          Date

_________________________________________        ____________________
Supervisor Signature                         Date
The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.