VALLECITOS WATER DISTRICT

CAPITAL FACILITIES SENIOR ENGINEER

DEFINITION

Under general supervision, plans, organizes, directs, coordinates, and oversees the activities of capital projects and the geographical information system. 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 capital facilities planning, construction, and mapping activities, including supervising assigned staff. It is distinguished from the District Engineer, which is responsible for all District engineering functions. It is distinguished from the Development Services Senior Engineer, which is responsible for development 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 capital improvement projects, including those designed by outside consultants, from the preliminary design stages through construction and acceptance of the improvements by the District; assists in selection of consulting engineers; administers contracts for the design/construction of capital improvement projects;
- Oversees and performs a variety of professional and paraprofessional engineering work, including the preparation of project plans, specifications, and engineering estimates; directs and/or coordinates capital project inspections;
- Prepares engineering calculations and construction cost estimates; prepares and maintains project schedules; prepares legal descriptions and plat maps and the coordination of all survey work; meets with property owners, developers, contractors, and engineers to review District policy, procedures, and projects;
- Performs plan review; evaluates compliance with laws, ordinances, and acceptable engineering standards and recommends corrections or improvements; prepares legal descriptions and deeds for easements and rights-of-way;
- Prepares and evaluates requests for proposals relating to projects requiring contract engineering work; directs the preparation of project cost estimates for competitive bidding purposes; reviews plans of consulting engineering firms performing work for the District; performs construction contract modifications and negotiates contract changes and change order costs;
- Receives complaints and inquiries from the public and provides information.
- Compiles and analyzes statistical data and prepares technical reports relating to public works projects and programs; assists in the preparation of cost projections for the department budget and monitors expenditures;
- Coordinates capital project activities with other department staff, District personnel, District legal representation, 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 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 and contractors; assess final work product for 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: a Bachelor’s degree from an accredited college or university in civil, environmental, or a related engineering field, and; four years of professional engineering experience in the 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. Experience in a construction management role highly 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.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; use hands and fingers to grasp and feel objects, tools, or controls; and reach with hands and arms. Employees are occasionally required to stand, walk, stoop, kneel, crouch, or reach and may occasionally be required to lift up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Environment: Office environment. Frequently works in or around areas with minor amounts of dust. Some work done on ladders up to 4 feet above ground. Infrequent work done in field setting. Noise level is usually quiet.
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.