

Sacramento Suburban Water District Classification Specification

Job Class: Senior Engineer
FLSA Status: Exempt
Effective Date: November 18, 2020

Definition

Plans, organizes, supervises, and performs professional engineering work in the planning, design, and construction of District structures and facilities, including improvements for groundwater wells and water production, storage and distribution facilities; provides program and project coordination and direction to technical and professional engineering staff; and serves as resident engineer on construction projects.

Distinguishing Characteristics

This is the supervisor level responsible for planning, assigning, and evaluating the work of subordinates, and is responsible for a program area within a work unit or department. Assignments and potential emergency actions require incumbents to use independent judgment and initiative.

Supervision Responsibilities

Responsibilities include direct supervision of professional and technical staff and interns.

Examples of Essential Duties

The following duties are typical for this classification. The employee may not perform all of the listed duties and may be required to perform additional or different duties from those below to address changing business needs and practices. Management retains the right to add, remove, and change duties at any time.

- Assists in development and implementation of Department goals and objectives; establishes schedules and methods for the planning, design, and construction of the Capital Improvement Program and other projects; and participates in the development and preparation of Master Plans and Asset Management Plans.
- Coordinates and oversees implementation of multiple simultaneous Capital Improvement Program projects and other engineering activities.
- Performs complex analyses and prepares engineering studies and reports; and prepares and reviews designs, reports, plans, specifications, and technical standards.
- Researches, recommends, and selects consultants and contractors; reviews work plans and proposals; and coordinates and manages contracts.
- Oversees construction activities including inspections, reports, final walk-throughs and punch lists, final acceptance and turnover to the District, and preparation of as-built drawings.
- Participates in annual and long-range Capital Improvement Program budget planning and preparation; prepares budgets including justification for services, labor, materials, and related resources for projects and programs; and monitors and controls expenditures.

- Evaluates effectiveness of operations and activities of assigned responsibilities and recommends improvements and modifications to achieve efficiency and effectiveness.
- Supervises, plans, prioritizes, and coordinates the activities of staff; mentors and trains staff; provides support with disciplinary processes; conducts performance evaluations; and participates in the selection of new staff.
- Oversees coordination of engineering activities and represents the District with other utilities, regulatory agencies, public, governmental bodies, planning agencies, trade and professional associations, technical groups, and developers.
- Maintains regular attendance and adheres to prescribed work schedule to conduct job responsibilities.
- Builds and maintains positive working relationships with coworkers, other District employees and the public using principles of good customer service.
- Performs related duties as assigned.

Minimum Qualifications

Knowledge Of:

- Rules, regulations, and codes applicable to District planning, design, and construction functions.
- District policies, rules, regulations, and procedures.
- A thorough knowledge of urban water agency statutes, codes, and regulations with an emphasis on water quality issues.
- Materials, tools, equipment, methods, and techniques used in the planning, design and construction of water development, distribution, and hydraulic projects and facilities.
- Computers and software programs involving designs, calculations, technical drawings, and hydraulics.
- Modern office methods, procedures, and equipment including common office computer software and database programs, including the Microsoft Suite of Programs (Word, Excel, Outlook, Access, and PowerPoint).
- Current practices and sources of information relative to water industry engineering, research projects, operations, and maintenance.
- Principles and practices of modern methods of management, organization, and personnel administration.
- Fundamentals of water system hydraulics, electrical theory, and electronics.
- Contract development, administration, and construction management of public works projects.
- Permitting and environmental aspects of public works projects.
- Principles of budget development and expenditure control.
- Principles of supervision, training, and management.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Techniques and principles of effective interpersonal communication.
- Principles and practices of good customer service.
- Principles and practices of work safety.

Ability To:

- Organize, implement, and direct staff and consultants to achieve efficient operations and meet District and Engineering Department goals.
- Oversee multiple simultaneous projects and their contracts to effectively achieve District objectives and control risk.
- Read, understand, and interpret documents, including engineering studies and reports, construction specifications, operating and maintenance procedure manuals, and engineering drawings associated with civil construction projects.
- Effectively review plans and specifications and diagrams to verify completeness, accuracy, and constructability.
- Effectively represent District engineering projects in meetings, presentations, and discussions with the public, contractors, and other organizations.
- Make sound decisions regarding design, construction, cost analyses, management and coordination of significant sized water projects; handle negotiations with consultants and contractors.
- Identify flaws in design, construction methods, and materials to ensure compliance with contract plans and specifications, permits, codes, regulations, and laws.
- Develop recommendations and implications of different alternatives to resolving problems; interpret laws, legislative ordinances, administrative policies and procedures.
- Prepare concise, complete, accurate, and comprehensive reports, internal memoranda, letters, agreements, and responses to contractor claims.
- Maintain detailed records.
- Operate a computer for word processing, database, and department specific software.
- Communicate effectively both orally and in writing.
- Initiate and maintain effective safety practices that relate to the nature of the work.
- Supervise, train, and evaluate staff.
- Establish and maintain cooperative and effective working relationships with coworkers, customers, outside agencies, vendors, consultants/contractors, and the public in general.
- Pass pre-employment physical, drug and alcohol examination, and background check.
- Provide supervision, training, and work evaluations for assigned staff.

Experience and Education:

Experience:

Five (5) years of experience in water system planning, design, and construction, including evaluating groundwater wells; planning, design, construction, and rehabilitation of groundwater wells and production facilities; and/or developing water distribution and/or treatment systems and facilities. Experience includes three (3) years at the journey-level equivalent to an Associate Engineer.

Education:

Equivalent to a Bachelor's Degree from an ABET accredited college or university in Civil Engineering or related field.

License and/or Certificates:

- Valid California Driver’s License issued by the California Department of Motor Vehicles and proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District’s automobile rates. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.
- Possession and maintenance of a Certificate of Registration as a Civil Engineer issued by the State of California.

Working Conditions and Physical Demands

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Travels occasionally by automobile in conducting District business.
- Communicates frequently with District management staff, co-workers, and the public in one-to-one and group settings.
- Regularly uses a telephone and email for communication.
- Regularly uses office equipment such as computers, copiers, and fax machines.
- Frequently walks in uneven terrain, in an outdoor environment, making inspections of District facilities and construction projects.
- Sits for extended time periods.
- Hearing and vision required to be within normal ranges with or without correction.
- Must wear District-approved protective footwear for certain field activities.

The specific statements shown in each section of this classification specification are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

APPROVED:

Dated: 11/18/2020

By: 
Dan York
General Manager

Employee Statement:

I certify I have read, understand, and acknowledge receiving a copy of this class specification.

Employee Signature

Date