

Central Marin Sanitation Agency
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San Rafael, CA 94901
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SENIOR ENGINEER

SUMMARY

Under direction from the General Manager, manages various Agency engineering projects and programs from evaluation through design, construction, implementation and management; ensures that projects are completed to standards, on time and within budget; serves as Agency's Engineer when working with internal and external stakeholders, providing technical expertise, direction and information on specific standards and expectations; manages contract administration; assigns engineering projects and related work to subordinate engineering staff; manages and supervises subordinate staff; advises on wastewater process control issues; performs project cost estimation; performs other duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to the following:

- Develops and implements processes for selecting technical consultants required to assist the Agency in studies, design, and construction related services.
- Confers with vendors and consultants regarding technology and recommends improvements to facilities, equipment and operational procedures.
- Assists in the development and administration of the annual operating budget and 5-yr and 10-yr capital budgets.
- Researches and recommends financing sources for various improvements; prepares cost estimates for Agency projects.
- Acts as a construction manager, project engineer and/or project manager on assigned Agency projects.
- Coordinates and manages assigned capital improvement projects, including: reviewing and analyzing bids; recommending consultants and contractors; preparing contracts; reviewing construction submittals; inspecting construction work in progress; recommending design changes in the field; recommending approval of progress payments; and negotiating and preparing changes in construction contracts.
- Manages the scheduling, development, bidding, award, and extension of administrative procurement contracts.
- Coordinates with other agencies and represents CMSA's interests in developing, awarding, and administering cooperative multi-agency contracts or projects.
- Advises operations staff on wastewater process control to ensure operational efficiency.
- Analyzes treatment plant, collection system, and pump stations and processes, including researching new technologies, products, equipment, codes and regulations.
- Coordinates and performs a variety of technical studies related to wastewater transport and treatment, methods of ensuring regulatory agency compliance and improving treatment plant processes for increased reliability and efficiency, and evaluates alternatives for cost effectiveness and alignment with Agency standards and codes.
- Prepares effective technical, statistical, written and narrative reports and correspondence; ensures proper maintenance of records.
- Reviews, examines and evaluates master and improvement plans for Agency facilities.

- Schedules, monitors, and trains employees on professional standards and Agency policies and procedures
- Manages the design and review of drawings and engineering specifications for various capital improvement projects and other Agency projects.
- Supervises electronic and paper-based technical document management system.
- Operates the Computer Aided Design (CAD), project scheduling, and project estimating software systems.
- Administers the Agency's cathodic protection program.
- As requested by the General Manager, makes presentations to the Board of Commissioners.
- Serves as the Agency representative at meetings and promotes department and/or Agency objectives.
- Responds to complaints and proactively assists in solving problems related to Agency projects and programs; interprets plans and policies; confers with and provides information to property owners, contractors, engineers, consultants and the general public on conformance to standards, plans, specifications and codes.

SUPERVISORY RESPONSIBILITIES

Supervises subordinate Engineering Department staff. Carries out management responsibilities in accordance with Agency guidelines and policies, and applicable labor, regulatory and safety laws. Responsibilities include interviewing, hiring recommendations, and training employees; planning and assigning staff coverage, and directing work; tracking and authorizing time sheets; establishing staff work expectations, performance goals, and work plans; appraising performance; rewarding and disciplining employees; investigating, addressing and resolving personnel complaints and related problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND/OR EXPERIENCE

Bachelor's degree (B.S.) from four-year ABET-accredited college with major coursework in Civil, Mechanical, Environmental or Sanitary Engineering. Graduate degree in Environmental/Civil Engineering desirable.

Five years of professional level engineering experience required. Experience in a wastewater treatment setting including process control, contract development and administration, project management, and facility planning highly desirable.

INTERPERSONAL SKILLS

Ability to interact with others (co-workers, supervisors, subordinates, vendors, and members of the public) in a professional manner; to accept constructive criticism from supervisors, peers, and subordinate employees; to recognize the need for, and to seek assistance or clarification as needed; to work independently; to handle work-related stress in a professional manner; to prioritize assignments and meet deadlines; to prevent personal problems from adversely impacting work for self or others; to arrive at work as scheduled and to work the hours as agreed upon and scheduled.

LANGUAGE SKILLS

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write reports,

correspondence, and procedures. Ability to effectively present information and respond to questions from staff, other departments' managers, customers, the public, and technical representatives.

MATHEMATICAL SKILLS

Ability to carry out complex Civil and/or Environmental Engineering calculations involving advanced mathematical concepts such as exponents, logarithms, quadratic equations, permutations, geometry and trigonometry, frequency distributions, determination of test reliability and validity.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical information in mathematical or diagram form and deal with a variety of abstract and concrete variables; to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems; ability to deal with verbal and nonverbal symbolism such as formulas, scientific equations, graphs, etc.)

CERTIFICATES, LICENSES, REGISTRATIONS

Must be registered as a Professional Engineer in the State of California. Must possess a valid California Class C driver's license, have a satisfactory driving record and continue to meet CSRMA driving standards. Failure to maintain these standards may result in loss of employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear in person, on the telephone, or on the radio. The employee is frequently required to walk. to use hands to finger, handle, or feel, and to sit. The employee is occasionally required to stand, to reach with hands and arms, to climb or balance, and to stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision ability required by this job includes the ability to see clearly at 20 inches or less, at 20 feet or more, to judge distances and spatial relationships to see objects where and as they actually are, and to adjust the eye to bring an object into sharp focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to: wet and/or humid conditions, outdoor weather conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, the risk of electrical shock, or to vibration. The noise level in the work environment is usually moderate, with occasional exposure to loud equipment.

SPECIAL REQUIREMENTS

There are no special requirements for this job.

RIGHT TO WORK DOCUMENTATION

Before being hired, all new employees will be required to show documentation as proof of authorization to work in the United States.

Job Title: Senior Engineer
Department: Engineering
Reports To: General Manager
FLSA Status: Exempt
Revised Date: January 2007