



CENTRAL MARIN SANITATION AGENCY

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JOB DESCRIPTION: SENIOR ENGINEER

SUMMARY

Under general direction of the Technical Services Manager, performs engineering, project management, construction management, and other technical services for the Agency. Makes calculations, performs design work, administers contracts, manages consultants, maintains records, conducts planning, engineering, project, and facility operational studies, and performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to, the following:

- Serves as project manager on Agency maintenance and capital improvement projects: establishes project goals and objectives; prepares scopes of work, budgets and schedules; manages the preparation of plans, specifications, construction documents, and other documents for the planning, design, and construction of projects.
- Prepares professional services selection documents, reviews proposals, and recommends selection of the most qualified firm; Directs or participates in the development, negotiation, and administration of professional service contracts.
- Performs complex engineering duties and exercises significant independence in carrying out the duties of the position.
- Exercises discretion and independent judgment in developing, managing, and delivering multiple projects.
- Serves as Agency representative and construction manager on construction projects: conducts and documents onsite inspections; manages design changes in the field; reviews and recommends approval of progress payments; and prepares or approves as-built record drawings.
- Evaluates, plans, and designs modifications to wastewater and energy production facilities: identifies, analyzes, and evaluates alternatives, and makes recommendations.
- Updates, or assists with updating, the Agency's 10-year Capital Improvement Plan, and regularly monitors and reports on the expenditure of project funds.
- Assists with updating the department operating budget and regular monitoring and reporting on the expenditure of department funds.
- Researches new technologies, products, equipment, and codes and regulations, and prepares reports with alternative analyses.
- Provides technical and engineering support to other Agency teams and departments.
- Prepares contract documents for equipment procurement, planning and evaluation studies, and maintenance work, and manages consultant and contractor activities as assigned.
- Represents the Agency with industry organizations, multi-agency committees, professional groups, and the public; responds to inquiries from the public and external organizations.
- Establishes and maintains positive, constructive, and collaborative working relationships with Agency management and staff, local and regulatory agencies, contractors, consultants, and the public.

- Participates in special projects as assigned, including participating in and/or leading inter-Agency teams and committees.
- Maintains accurate records and files, including electronic and paper record drawings.
- Prepares and maintains records of correspondence, reports, procedures, and other work products.
- Gives presentations to the Board of Commissioners on projects, studies, and related activities.
- Identifies opportunities to improve department efficiency and effectiveness and assists in managing the implementation of improvements and/or update to policies and procedures.
- Assists in the development and implementation of strategic initiatives related to the Agency's Strategic Business Plan.

SUPERVISORY RESPONSIBILITIES

This position may directly or indirectly supervise Technical Services Department engineering staff and interns. Carries out supervisory responsibilities in accordance with Agency policies and procedures, as well as and applicable labor, regulatory, and safety laws. Responsibilities include training employees; directing work; assisting with establishing staff work expectations, performance goals, and work plans; evaluating employee performance; and assisting with 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

Equivalent to a bachelor's degree (B.S.) from four-year ABET-accredited college with major coursework in civil engineering or related field of study. Graduate engineering degree is preferred.

Experience

Minimum of eight (8) years increasingly responsible engineering experience, preferably in a public agency setting, is required. Project management experience related to staff, consultants, and construction in a water- or wastewater-related field is highly desirable.

Interpersonal Skills

Ability to work cohesively in a team setting. 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, and peers; 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 successfully balance life demands with work demands; to arrive at work as scheduled and to work the hours as agreed upon and scheduled; to use tact, initiative, prudence, and independent judgment within Agency policy, procedural, and legal guidelines; to communicate ideas, provide direction, and assert a point of view in complex situations.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information in a variety of settings and respond to questions.

Mathematical Skills

Ability to carry out routine engineering calculations related to wastewater treatment process control parameters and engineering design including surveying, open channel and pressure pipe hydraulics, mass balance, and engineering economics.

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; to deal with verbal and nonverbal symbolism such as formulas, scientific equations, graphs, etc.

CERTIFICATES, LICENSES, REGISTRATIONS

Registration as a Professional Engineer in the State of California is required, and failure to maintain a license in good standing may result in loss of employment. Ten years of additional relevant engineering experience – for a total of eighteen years of experience – can be substituted for the Professional Engineer registration.

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. The job duties require sitting, standing, walking on level and unlevel surfaces, reaching, twisting, turning, kneeling, bending/stooping, crouching, grasping, and making repetitive hand movements in the performance of daily duties. The employee must be able to lift and/or move up to 20 pounds above the head, and up to 50 pounds to waist height.

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.

Examples of the physical demands for this position, including their activity and duration, are available from Administration.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job.

The employee typically works in an office environment with moderate noise levels, temperature controlled conditions, and no direct exposure to hazardous physical substances. While performing field 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 field 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: Technical Services
Reports To: Technical Services Manager
FLSA Status: Exempt
Revision Date: November 2019