JOB DESCRIPTION

Coachella Valley Water District

TITLE: Senior Engineer

SECTION: Irrigation, & Construction Administration

DEPARTMENT: Engineering

SRN S-34:

REPORTING RELATIONSHIP:

Reports to: Engineering Manager

Supervises the following positions: Irrigation Engineers and Chief Inspector.

DEFINITION: Under general direction, to plan, coordinate, schedule, direct and review complex civil engineering functions involved in the planning and design of CVWD Irrigation facilities; construction administration support for Domestic Water, Sanitation, Non-Potable Water, Irrigation/Drainage, Recharge, and Stormwater capital improvement projects; and to do related work as required.

ESSENTIAL FUNCTIONS:

1. Provides project management supervision support for Irrigation planning and design projects.

2. Provides construction administration support for Domestic Water, Sanitation, Non-Potable Water, Irrigation/Drainage, Recharge, and Stormwater capital improvement projects including construction contracts, construction management and construction inspection.

3. Develops and implements project/construction management training and certification programs.

4. Ensures that staff, design consultants and contractors adhere to CVWD policies, design standards, construction contract documents and inspection requirements.

5. Works closely with the Operations, Trades, and Service Departments regarding operational issues related to capital improvement projects.

6. In coordination with the Development Services Division, meets with developers and outside engineers to discuss concepts and general requirements for new development projects. Reviews proposed subdivisions to outline requirements and determine compliance with CVWD’s Irrigation systems.

7. Assists general public and other governmental agencies with questions relating to the design, construction and operation of CVWD facilities.
ESSENTIAL FUNCTIONS (Cont.):

8. Prepares comprehensive annual operating and capital improvement budgets for consideration by CVWD Board of Directors.

9. Supervises and provides performance evaluations for Irrigation Engineers and the Chief Inspector.

10. Works closely with the Environmental Services Division regarding compliance with environmental regulations including CEQA, NEPA, Safe Drinking Water Act, Clean Water Act, National Pollution Discharge Elimination System and other applicable regulatory requirements.

MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

AND

Possession of a valid certificate of registration as a Professional Engineer (Civil Engineer). Must obtain Civil Engineering registration issued by the State of California within two years of hire.

Education and Experience: Any combination of training and experience which would provide the required knowledge and abilities. A typical candidate must have successfully completed a four-year engineering degree program from a recognized college or university with a major in civil, irrigation, construction management, or a closely related field. A minimum of 7 years of broad and extensive experience in professional engineering work, including at least 3 years of increasing responsibility in supervisory experience in one or more of these areas.

Knowledge of:

- Principles and practices of civil and irrigation engineering
- Principles and practices of construction contracts, construction management and construction inspection
- Preparation of Irrigation Engineering planning studies
- Design and construction of a wide variety of projects in the areas of Irrigation engineering including hydraulic structures
- Technical report and construction contract writing, review and comment
- Mathematics, design methods, strengths of construction materials, standard specifications, and pertinent regulations related to the design and construction of Irrigation facilities
Knowledge of (Cont.):

- Knowledge of operation and maintenance procedures utilities in Irrigation systems
- Principles and practices of surveying and construction inspection including methods, materials, practices, equipment, laws, and safety requirements related to this area of civil engineering
- Principles of supervision, management and administration

Abilities:

- Plan, organize, and supervise the work of subordinate engineering personnel
- Perform complex engineering work related to the design of Irrigation facilities
- Conduct technical engineering research work
- Perform hydraulic modeling
- Prepare detailed analyses and comprehensive technical engineering reports and recommendations
- Prepare engineering estimates, plans, and specification for proposed CVWD capital improvement projects
- Develop and administer construction contracts
- Coordinate inspection of CVWD construction projects
- Comprehensive capital improvement and operating budget preparation
- Work cooperatively with others
- Communicate effectively both verbally and in writing

PHYSICAL REQUIREMENTS:

1. Drives CVWD vehicle to job sites which may include over rough terrain.

2. May work in extreme weather conditions including heat and rain.

See Human Resources for physical assessment form.