JOB DESCRIPTION

Coachella Valley Water District

DATE: September 2011

TITLE: Senior Engineer, Domestic Water

SECTION: Domestic Water

DEPARTMENT: Engineering

SRN 55:

REPORTING RELATIONSHIP:

Reports to: Director of Engineering

Supervises the following positions: Associate and Assistant Engineers, Domestic Water

DEFINITION: Under general direction, to plan, coordinate, schedule, direct and review complex civil engineering functions involved in the planning, design, and construction of District Domestic Water facilities including supervision of this section; and to do related work as required.

ESSENTIAL FUNCTIONS:

1. Oversees planning, design, and construction of District Domestic Water facilities.

2. Prepares and provides project supervision to engineering staff and outside engineering consultants in the writing of specifications, and development of designs for the construction of District Domestic Water structures and facilities.

3. Prepares estimates of quantities of materials. Prepares plans, profiles, maps and related drawings for construction projects. Prepares contract documents to be used in advertising construction projects.

4. Administers construction contracts. Serves as resident engineer on construction projects.

5. In coordination with the Development Services branch of the Service Department, meets with developers and outside engineers to discuss concepts and general requirements for new projects and developments and reviews proposed subdivisions to determine compliance with the district’s planned expansion of the domestic water system.

6. Assists contractors, general public and other governmental agencies with questions relating to domestic water.

7. Prepares annual budget for consideration by District Board of Directors.

8. Supervises and evaluates Domestic Water engineering staff.
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 registrations as a Civil Engineer, issued by the State of California.

Education and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities. A typical candidate would have successfully completed a four year degree program from a recognized college or university with a major in civil engineering or a closely related field and a minimum of 10 years of broad and extensive experience in professional engineering work, including at least 5 years of increasing responsibility in supervisory experience in the design and construction of domestic water facilities.

Knowledge of:
- Principles and practices of civil and mechanical engineering.
- Technical report writing.
- Principles of supervision and training.
- Design of hydraulic structures used in domestic water.
- Principles and procedures of domestic water production, domestic water transmission, distribution and storage.
- Operational procedures and maintenance procedures utilized in domestic water systems.
- Mathematics, design methods, uses and strengths of construction materials, standard specifications, and pertinent regulations related to the design and construction of domestic water facilities and structures.
- Principles and practices of surveying and construction inspection including methods, materials, practices, equipment, laws and safety requirements related to domestic water engineering.
- Principles of supervision and management.

Abilities:
- Plan, organize, and supervise the work of subordinate engineering personnel.
- Prepare engineering estimates, plans, and specification for proposed District projects.
- Perform complex engineering work in the design and construction of District domestic water facilities.
- Conduct technical engineering research work.
- Preparing detailed analyses and comprehensive technical engineering reports and recommendations.
- Work cooperatively with others.
- Communicate effectively both verbally and in writing.
PHYSICAL REQUIREMENTS:

1. Drives District vehicle to job sites including over rough terrain.

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

See Human Resources for physical assessment form.