JOB DESCRIPTION

Coachella Valley Water District

Date: August 29, 2005

TITLE: Senior Engineer, Sanitation
SECTION: Sanitation

DEPARTMENT: Engineering
SRN 57:

REPORTING RELATIONSHIP:

Reports to: Engineer Manager

Supervises the following positions: Sanitation-Associate, Assistant and Junior Engineers.

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

ESSENTIAL FUNCTIONS:

1. Oversees planning, design, and construction of District Sanitation facilities.

2. Oversees the planning, design and construction of District Electrical/Control facilities.

3. Overseas the District’s energy programs including monitoring of energy usage and billing, participation in energy efficiency programs and emergency energy programs.

4. Prepares and provides project supervision to Sanitation/Electrical engineering staff and outside engineering consultants in the planning, development of designs/specifications and construction of Sanitation/Electrical structures and facilities.

5. 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.

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

7. 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 sanitation system.

8. Works closely with the Water Quality Division on permitting issues to ensure compliance with the Clean Water Act.
ESSENTIAL FUNCTIONS (Cont.):

9. Works closely with the Operations, Trades and Service Departments and solicits/receives input on operating issues related to the Sanitation/Electrical facilities.

10. Works closely with the Operations Department to develop and implement a biosolids disposal program.

11. Assists contractors, general public and other governmental agencies with questions relating to sanitation.

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

13. Supervises and evaluates Sanitation 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 registration as a Professional Engineer (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 must 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. Masters Degree in Environmental Engineering and/or Sanitation/Electrical operational experience is desirable.

Knowledge of:

- Principles and practices of civil, environmental and electrical engineering.
- Sanitation system planning studies.
- Technical report writing.
- Design of hydraulic structures used in sanitation.
- Principles and procedures of wastewater treatment and collection.
- Operational procedures and maintenance procedures utilized in sanitation systems.
- Mathematics, design methods, uses and strengths of construction materials, standard specifications, and pertinent regulations related to the design and construction of sanitation facilities and structures.
MINIMUM QUALIFICATIONS (Cont.):

Knowledge of (Cont.): -Principles and practices of surveying and construction inspection including methods, materials, practices, equipment, laws and safety requirements related to environmental engineering.
- Principles of supervision and management

Abilities: -Plan, organize, and supervise the work of subordinate engineering personnel.
-Long term system planning
-Prepare engineering estimates, plans, and specification for proposed District projects.
-Perform complex engineering work in the design and construction of District sanitation 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 which may include over rough terrain.

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

See Human Resources for physical assessment form.