JOB DESCRIPTION

Coachella Valley Water District

Date: February 3, 2004

TITLE: Senior Engineer, Resources

SECTION: Resources

DEPARTMENT: Engineering

SRN 55:

REPORTING RELATIONSHIP:

Reports to: Director of Engineering

DEFINITION: Performs highly complex planning, financial, and policy development work for imported and local water resource issues. Serves as a specialist, liaison, and advocate for the District. Utilizes significant professional and managerial experience and the exercise of considerable independent judgment. Manages contacts with management, senior technical, legal and officials of other water agencies, business groups, regulatory and governmental agencies and environmental groups. Responsibilities include technical and administrative work associated with managing all resource issues and advancing the District’s interests. Provides functional and technical oversight and participates in the work of staff and consultants, both internally and externally.

ESSENTIAL FUNCTIONS:

1. Perform highly complex and sensitive professional project management duties involved in the development, coordination, and implementation of State Water Project, Colorado River, recycled and other water resource programs and functions; identify critical project management issues, advise appropriate staff, recommend solutions and resolve complex project problems.

2. Develop, recommend, and implement strategies to protect and promote the District’s interests; prepare long-range plans including forecasting financial needs and preparing budgets; monitor the financial integrity of assigned resource programs; identify long-term financial viability and opportunities to enhance the District’s financial strength.

3. Assess the imported and local water resource program's needs; interpret regulatory requirements and advise staff; develop new processes and procedures to meet new or anticipated requirements.

4. Analyze imported and local water resource program goals, objectives and priorities; recommend modifications for improved efficiency to management staff; incorporate modifications as approved and appropriate design, implement, and monitor the District’s strategic planning for imported and local water resource needs.

5. Interact extensively with management, senior technical, legal, and officials of other agencies, business groups, regulatory, and governmental agencies, and environmental groups.
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6. Perform complex professional project management work as a team member for the water resources and strategic issues within the District’s policies.

7. Monitor and evaluate the efficiency and effectiveness of water resource program administration and procedures; allocate resources accordingly.

8. Perform and review imported and local water resource management planning and project control including annual work plan, progress, cost forecasting, variances, change management, scheduling and close-out procedures and project summary reports; maintain master schedules and inform management of potential scheduling conflicts; prepare and review team mission statement, objectives, scope, task, schedules, budgets, and resources.

9. Analyze proposed and current legislation and governmental policies, rules and regulations involving the State Water Project; determine their impact and develop recommendations for District actions.

10. Prepare and present reports on imported and local water resource status to the Board, management staff, other departments, outside agencies and the public.

11. May organize, assign, direct, review, and provide input towards the evaluation process of assigned staff; manage program consultants, and select and train staff as appropriate.

12. Perform related duties and responsibilities as assigned.

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. A graduate degree is highly desirable.
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Knowledge of

- Operational characteristics, services, technical aspects, policies and procedures, and activities of the State Water Project, the Colorado River, reclaimed water and other resources.
- Principles and practices of project management and development including planning, scheduling, and budgeting.
- Recent developments, current literature, sources of information, and research techniques related to assigned programs.
- Advanced principles and techniques of research, investigation and analysis.
- Principles and practices of public sector contract administration and management.
- Pertinent Federal, State, and local laws, codes, and regulations and the State Water Project and Colorado River Quantification Settlement Agreement contract documents.

Abilities:

- Perform a variety of complex project management functions.
- Identify key issues; develop policy recommendations; advance the District’s policies and positions in external areas.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Direct, coordinate, monitor, and oversee specialized studies, project schedules, and related analyses for imported and local water resource.
- Prepare and administer budgets.
- Direct the preparation of clear and concise technical, administrative, and financial reports.
- Make persuasive and effective presentations of ideas and recommendations.
- Select and train staff as appropriate.
- Interpret and apply Federal, State, and local policies, laws, and Regulations, the State Water Project contract, the Law of the Colorado river, and reclaimed water rules and regulations.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS:

1. Driving: Moderate
2. Travel: frequent to attend State Water Project. Colorado River and other meetings.
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See Human Resources for physical assessment form