

EL DORADO IRRIGATION DISTRICT
Class Specification

CLASS TITLE: Senior Civil Engineer

DEFINITION

Under direction performs the most complex professional engineering tasks associated with the planning, permitting, design, construction and operation of District facilities including water storage, water and wastewater treatment, water and recycled water distribution and wastewater collection systems, and hydroelectric generation systems; may provide technical and functional supervision over assigned professional engineering staff; performs duties requiring specialized knowledge; and provides administrative support to the Engineering Manager.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Engineer series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, may provide technical and functional supervision over assigned personnel and perform the most difficult and complex professional engineering duties. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Engineering Manager. Exercises technical and functional supervision over assigned professional and technical personnel.

EXAMPLES OF ESSENTIAL DUTIES: *the duties specified below are representative of the range of duties assigned to the class and are not intended to be an inclusive list.*

Plans, prioritizes, and reviews the work of staff assigned to a variety of professional engineering tasks associated with the planning, design, construction, maintenance and operation of District facilities.

Develops schedules and methods to accomplish assignments, ensuring work is completed in a timely and efficient manner.

Participates in evaluating the activities of staff, recommending improvements and modifications.

Provides and coordinates staff training; works with employees to correct deficiencies.

Serves as project manager for the more complex capital improvement projects including the development of Requests for Qualifications and Requests for Proposal, the development and monitoring of project budgets, management of outside design consulting firms and management of the construction phase.

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Administers construction projects, including overseeing and reviewing the work of construction management consultants or performing construction contract administrative duties; coordinates construction supervision and inspection and provides technical assistance to contractors and subcontractors by interpreting specifications, providing responses to requests for information, conducting submittal reviews, reviewing the quality of workmanship, verifying and approving progress payments, reviewing retainages, and authorizing certification of substantial and final completion.

Prepares and makes presentations to the Board of Directors regarding project recommendation, award and updates; meets with regulatory agencies and the public regarding District projects.

Prepares complex engineering studies and reports; coordinates projects with other District departments, divisions, outside agencies, consultants, and developers; prepares District master plans.

Prepares a variety of detailed and complex technical reports, documents, and correspondence; prepares technical specifications; prepares and revises design and construction standards.

Participates in budget preparation and administration, including the capital improvement budget; prepares cost estimates for budget recommendations; submits justifications for services, labor, materials and related resources for utilities projects and/or programs; monitors and controls expenditures.

Researches and recommends use of consultants and contractors for various projects; negotiates contracts and reviews work plans, monitors progress and authorizes payments according to contract terms and conditions.

Plans, prepares and administers consulting and construction contracts and agreements; participates in contract negotiations.

Manages Dam Safety Program required by the Federal Energy Regulatory Commission and California Division of Safety of Dams including regulatory negotiations and correspondence, conducting functional and tabletop dam failure exercises for emergency action plans, developing standard operating procedures and implementing dam surveillance monitoring plans to ensure overall program quality and compliance.

Negotiates power sales contracts; ensures District is meeting FERC requirements related to power sales.

Performs the most difficult work related to the performance of professional engineering functions related to District facilities

Confers with developers and engineers for review and approval of proposed commercial and residential development plans.

Performs plan check and approval of drawings submitted for commercial and residential development to ensure conformance with specification and standards.

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Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Advanced principles and practices of project management. Budgeting techniques and capital project management. Advanced methods, materials, and techniques used in the design, construction, and maintenance and operation of utility projects and activities. Pertinent local, State, Federal rules, regulations and laws related to area of engineering assignment, including those specific to District policies and practices. Electrical energy market rules, pricing, power scheduling, and regulations. Principles and practices of technical and functional supervision and training.

Skill/Ability to:

Perform the most complex duties related to planning, designing and construction of District projects. Interpret and apply District standards and regulations and engineering policies and procedures as well as applicable laws and regulations related to area of engineering assignment. Prepare accurate estimates of costs, schedules, personnel and materials related to engineering project responsibilities. Make recommendations related to existing or anticipated project budgets. Work effectively with a variety of internal and external customers to accomplish goals and objectives; deal firmly and courteously with citizens, developers, consultants, and contractors. Prepare concise and understandable written reports, studies, and other written materials, including requests for qualifications/proposals. Ability to maintain reliable attendance is a condition of employment, subject to applicable medical and disability leave laws. Provide technical and functional supervision over assigned staff; effectively train staff. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing. On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures. On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Experience and/or Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of responsible professional engineering experience including three years similar to Associate Civil Engineer with the El Dorado Irrigation District.

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Education:

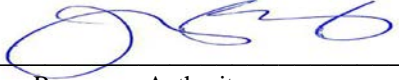
Equivalent to a Bachelor's degree from an accredited college or university in engineering or a related field.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Possession of a current certificate of registration as a Professional Civil Engineer in California.

 _____ Human Resources Authority	<u>04/15/2017</u> Date
Established: 08/18/2009 Revised: 04/15/2017 FLSA: Exempt Unit: Non-Safety	