



April 2024
FLSA: EXEMPT
At-Will

PRINCIPAL ENGINEER

DEFINITION

Under direction from the General Manager, this upper management level position is responsible for the District's Engineering and technical services functions; develops and manages the District's Capital Improvement Program (CIP); provides technical and strategic oversight to steer District long-term planning; manages District Geographic Information System (GIS) and Asset Management data; oversees technical development of certain District Ordinances/Standards; oversees administration of new service connection applications and assists the public in forming of special assessment districts for new connections to the District's water and wastewater services; oversees the District's laboratory functions; manages the water and wastewater regulatory permitting; serves as District Engineer in the absence of the General Manager; serves as Project Manager on specific CIP projects; advises on water treatment and distribution operations, and on collections and wastewater treatment operations, and maintenance issues; provides engineering and technical advice and support to District Staff/General Manager; may serve as Acting General Manager when assigned; and performs other duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the General Manager. Exercises general direction over the Assistant/Associate Engineer and may direct other staff when assigned. Exercises general direction over all engineering functions of the District, and over other engineering services and construction management services as contracted by the District from time to time.

CLASS CHARACTERISTICS

The Principal Engineer provides general technical oversight for the District and is involved in deciding outcomes for any number of technical issues the District may face. This is a professional engineering class position, and incumbents must have a working knowledge of various aspects of civil engineering as it relates to planning, design, and construction of water treatment/distribution and wastewater treatment/collections facilities. The duties involve frequent contact with the public, consultants, contractors, developers, and other agencies.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

General

- ◆ Advises General Manager and when requested shall report to the Board of Directors on status and technical issues related to District Engineering activities.
- ◆ Represents the District in contacts with other utilities, regulatory agencies, governmental bodies, planning agencies, private organizations, consultants, trade and professional associations, technical groups, or developers.
- ◆ Develops applications for various grant opportunities.
- ◆ Prepares staff reports, Board Summaries, and recommendations and may make presentations to Committees and the Board of Directors.
- ◆ Builds and maintains positive working relationships with co-workers, other District employees, and the public.
- ◆ Prepares and maintains a variety of maps, calculations, plans and records; responds to inquiries and provides information to contractors, developers, other agencies and the public.
- ◆ Participates in numerous collaborative meetings with partners, coworkers, and outside entities.
- ◆ Performs other duties and responsibilities not listed as assigned or required.

Management/Administrative

- ◆ Coordinates, directs, and reviews the work of others including the District's Assistant/Associate Engineer.
- ◆ Manages administration of Connection Permits, Plumbing Permits, and Annexations.
- ◆ Maintains the District's engineering and planning records.

Capital Improvement Program

- ◆ Develops and maintains the District's Long Term Capital Improvement Program plan.
- ◆ Serves as Project Manager on numerous District projects.
- ◆ Coordinates implementation of Capital Improvement Program projects, including requests for proposals, studies, design engineering, inspection, and construction management.
- ◆ Prepares reviews and checks engineering drawings, plans, computations, estimates and reports for completeness, accuracy, and soundness of applied engineering principles and District standards.

Long Term Planning

- ◆ Performs Asset Management functions for District database including, but not limited to defining and measuring levels of service, forecasting future demand requirements, establishing base asset database, assessing asset condition, identifying critical assets and business risks, and developing both maintenance and capital investment strategies and plans.
- ◆ Oversees maintenance of District GIS data/system.
- ◆ Is responsible for development of technical studies and analyses to assist long term planning of

District infrastructure/services, and to respond to specific questions posed by the Board of Directors or General Manager to assist in decision making.

- ◆ Manages Long Term planning needs in response to County and City growth planning.

Technical Advisory

- ◆ Performs complex analytical and data centric evaluations pertaining to District operations and administration to improve District function.

QUALIFICATIONS

Knowledge of:

- ◆ Administrative principles and practices, including goal setting, program development, implementation, and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- ◆ Principles and practices of budget development, administration, and accountability.
- ◆ Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- ◆ Organization and supervisory practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned division.
- ◆ Thorough knowledge of civil engineering principles, practices and methods as applied to the planning, design, construction, operations, and maintenance of water and wastewater systems.
- ◆ Working knowledge of hydraulics, statistics and engineering economics, structural and pipeline design techniques, engineering mathematics and statistical techniques, engineering materials, surveying, and applicable building codes and standards, construction practices and methods, quantitative analysis, public policy. Civil engineering information sources, state and federal wastewater regulations, state/national/local construction codes, and applicable safety standards.
- ◆ Skill in applying engineering principles and techniques to the solution of civil engineering assignments – preparing plans, designs, sketches, estimates, and draft specifications for wastewater facilities, conducting asset management studies, analyzing engineering data and reports, and drawing sound conclusions.
- ◆ Applicable Federal and State and local laws; District, Department, and Division regulations, codes, policies, and procedures.
- ◆ General principles for CEQA Environmental Compliance.
- ◆ Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- ◆ Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.
- ◆ Record keeping and report writing principles and procedures.
- ◆ Computer applications related to the work, such as Microsoft Office Suite software with emphasis in Access, Excel, Word and AutoCAD.

Ability to:

- ◆ Administer programs and the work of staff directly and through subordinate levels of supervision.
- ◆ Provide for the selection, training, development, motivation, and work evaluation of staff.
- ◆ Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the division.
- ◆ Prepare and administer budgets and allocate limited resources in a cost-effective manner.
- ◆ Make sound, independent decisions in day-to-day activities and in emergency situations.
- ◆ Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient engineering services.
- ◆ Understand, interpret, explain, and apply applicable laws, codes, regulations, and standards.
- ◆ Perform complex planning, design, and engineering functions.
- ◆ Make recommendations to modify existing policies, strategies, and/or methods to meet unusual conditions as appropriate.
- ◆ Make effective public presentations.
- ◆ Read and interpret plans and specifications.
- ◆ Prepare clear, concise, and comprehensive engineering reports, recommendations, correspondence, policies, procedures, and other written materials.
- ◆ Make accurate arithmetic, financial, and statistical computations.
- ◆ Analyze data and information using established criteria to determine consequences and to identify and select alternatives.
- ◆ Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work and set priorities.
- ◆ Manage permitting, mapping, and drafting activities.
- ◆ Negotiate, prepare, and manage consultant contracts.
- ◆ Maintain attention to detail and accuracy while meeting critical deadlines.
- ◆ Use English effectively to communicate in person, over the telephone, and in writing.
- ◆ Identify and take appropriate action when operating problems occur.
- ◆ Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- ◆ Respond to public inquiries and requests concerning the District's systems and facilities.
- ◆ Establish and maintain effective working relationships with those contacted in the course of the work.

EDUCATION AND EXPERIENCE:

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

Experience:

10 years of experience in Civil Engineering, Sanitary Engineering, Hydraulic Engineering, Mechanical Engineering, or closely related field.

State Certifications in drinking water treatment and distribution systems operations, wastewater treatment operations or certifications through the California Water Environment Association (CWEA) technical proficiency programs may be considered as additional years of experience.

Education:

Equivalent to a master's degree from an accredited college with major coursework in Civil Engineering, Sanitary Engineering, Hydraulic Engineering, Mechanical Engineering or closely related field.

REQUIRED QUALIFICATIONS:

- ◆ Possession of a valid Certificate of Registration as a professional engineer issued by the California State Board of Registration.
- ◆ Possession of a Class C driver's license required by the State of California, Department of Motor Vehicles, to perform the duties of the position. Continued maintenance of said driver's license in compliance with established District vehicle operation standards, and the ability to be insured for the operation of a vehicle/District vehicle in accordance with the terms and conditions of the District's insurance program are conditions of continuing employment.

Additional Requirements:

All Sunnyslope Water District employees are, by State and Federal law, **Disaster Service Workers**. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the District may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency.

If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

PHYSICAL DEMANDS

Employee must possess mobility to work in a standard office setting, to navigate and traverse District development and construction sites while performing inspections, operate a motor vehicle, adequate vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.

Employee must be willing to work outside in a variety of weather conditions and be available for scheduled "on-call" or emergency work.

Employee must be able to physically carry up to 50 lbs of survey, construction, and other related testing equipment.

PERSONAL PROTECTIVE EQUIPMENT

Depending on the hazard, the employee is required to wear head, hearing, eye, foot, face, respiratory, fall protection, and/or hand protection.

ENVIRONMENTAL ELEMENTS

- Employee is frequently exposed to outside weather conditions.
- Employee is occasionally exposed to high, precarious places.
- Employee is exposed to confined spaces; fumes or airborne particles; toxic or caustic chemicals.
- Employee is exposed to unpleasant smells and odors.
- Employee is exposed to moderate cold, moderate heat.
- Employee is exposed to risk of electrical shock or mechanical hazards.
- Employees in this classification may perform duties that involve a potential risk of exposure to blood-borne pathogens.
- The noise level in the work environment is usually loud.
- Employee, as needed, works indoors, office setting, climate controlled.

NOTICE: The examples of functions, responsibilities, work environment, physical demands etc. listed are representative only, and not exhaustive of the tasks that an employee may be required to perform.