

## CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Principal Civil Engineer  
REPORTS TO: General Manager  
FLSA Status: Exempt  
Position Type: Full Time, At-Will  
DATE: October 2017

### DEFINITION

Under general supervision and minimal direction of the General Manager, the Principal Civil Engineer performs complex professional engineering duties which include project management, plans and specification development and review, engineering design analyses and calculations, cost estimating, project scheduling, capital budget development, design standards development, and management of engineering staff, consultants and contractors.

### DISTINGUISHING CHARACTERISTICS

The Principal Civil Engineer is a high level managerial position distinguished by the position's responsibility for exercising wide latitude of independent decision making and responsibilities in directing the day to day duties of staff. Assumes management responsibility for all services and activities of the engineering department.

### ESSENTIAL FUNCTIONS

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Plans, assigns, coordinates, directs, reviews, and evaluates the work of professional, technical, and office support staff members assigned to engineering department.

Performs the analysis and design of water works projects, water supply planning, identification of necessary improvements to existing facilities and systems; plans, reviews, coordinates, and performs the design, inspection, and construction of water works projects;

Prepares correspondence on technical issues; coordinates engineering and planning activities with other departments and outside agencies; makes authoritative interpretations of applicable laws, regulations, policies and design standards.

Prepares correspondence, specifications, bid documents, contracts, agreements, environmental documentation, engineering estimates, and budget requirements in connection with various water works projects;

Prepares special studies and reports, and compiles statistical data;

Reviews legal descriptions and deeds for easements, quitclaims and rights-of-way.

Develops Requests for Proposals and evaluation criteria for selecting consultants and construction contractors; reviews and evaluates proposals/bids; makes recommendations on persons or firms to be selected; supervises the work of engineering design consultants and/or contractors working for the District and verifies compliance with standard specifications.

Coordinates activities with such agencies as the U. S. Geologic Service, U. S. Bureau of Reclamation, State Water Resources Control Board, County Flood Control District, Department of Water Resources and others; coordinates the administration of the State Water contract with other Ventura County water agencies.

Supervises customer service activities as carried out within the Engineering Department; provides engineering services to Operations and Maintenance and Recreation Departments;

Respond to emergency call-out and performs in a responsible leadership and technical support role during emergencies.

Effectively represents the District in coordination and negotiations with other utilities, regulatory agencies, governmental bodies, planning agencies, trade and professional associations, technical groups, contractors, and developers.

Assigning and managing workload of staff, staffing and vacation scheduling, disciplinary actions as necessary, time sheet approval, expenses approval, mentoring and staff development, employee appraisals and reviews.

Routinely makes presentations regarding engineering and construction to the General Manager and the Board of Directors.

### DESIRABLE QUALIFICATIONS

The incumbent is expected to possess a wide range of skills, talents and knowledge necessary to manage the Engineering department. The position requires a strong analytical ability, excellent interpersonal skills with strong oral and written communication skills, a high level of productivity, excellent quality control abilities, and the ability to perform research and make value-added conclusions.

Education and Experience: Equivalent to a Bachelor's degree from an accredited college with major course work in civil or environmental engineering. Eight years of increasingly responsible and qualifying professional engineering experience with two (2) years at supervisory level. Advanced courses in water resources, water and wastewater processes, and environmental engineering is desirable.

License and Certificates: Possession of a valid registration as a Professional Engineer in the State of California. Possession of a valid Class C California driver's license, along with a satisfactory driving record.

Knowledge and Abilities:

Knowledge of: the principles and techniques of civil, hydraulic, sanitary, and hydrographic engineering related to water works activities; right-of-way acquisition methods and practices; construction bidding requirements; engineering economics including cost/benefit analysis; basic budget development and administration; engineering construction techniques, methods and equipment; surveying, design principles and the preparation of engineering specifications and plans; Federal, State and local laws and regulations affecting water utility operations and capital projects; OSHA regulations and safe work practices; computer drafting, GIS, database manipulation, and hydraulic analyses.

Ability to: Perform advanced level professional engineering duties involved in the design, development, and construction management of a variety of construction/capital improvement projects; analyze and solve complex problems; use of math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple tasks; communicate clearly and concisely, both orally and in writing; understand and carry out oral and written instructions; supervise the work of professional and technical personnel; prepare reports, budgets, specifications, and contract documents; establish and maintain effective relationships with others; utilize a computer and related software for business and engineering applications .

PHYSICAL DEMANDS AND WORKING CONDITIONS

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

Environmental Conditions:

Standard office setting; frequent interaction with District staff and general public. Outdoor setting; exposure to outdoor environment, uneven terrain, inclement weather conditions, flowing water and ground movement, equipment and construction site operations. Ability to lift and carry 50 pounds, ability to climb ladders, walk on elevated platforms and ability to enter confined spaces.

Physical Demands: Incumbents require sufficient mobility to work in an office setting; stand and sit for prolonged periods of time; operate equipment including the use of a computer keyboard; ability to communicate to exchange information; use of hands repetitively to operate finger, handle or feel office equipment and reach with hands and arms; travel by airplane and automobile in conducting District business; communicates orally with District management, co-workers, and the public in face-to-face, one-to-one, and group settings; regularly uses a telephone for communication; uses office equipment such as computer terminals, copiers, and FAX machines; frequently walks in uneven terrain, in an outdoor environment, making inspections of District facilities and construction projects; may be subjected to adverse weather conditions; sits for extended time periods; hearing and vision within normal ranges.

Date: \_\_\_\_\_

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Employee Signature