



# MARIN MUNICIPAL WATER DISTRICT

## Senior Engineer I – Planning

(Mid Manager)

### **DEFINITION**

Under general direction, plans, coordinates, directs and performs a variety of difficult professional and technical tasks related to engineering and operations planning activities and projects, long-term water supply planning, planning and preparation of the capital improvement plan and budget, and water system planning and asset management; provides supervision to assigned technical, professional and administrative staff; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a manager level class in the professional engineering series. Positions allocated to this class are assigned responsibility over functional areas of Planning in the Environmental and Engineering Services Division. Individuals in this position are responsible for planning, developing, coordinating and directing engineering projects of significant scope and importance.

### **EXAMPLES OF DUTIES**

Typical duties may include but are not limited to the following:

- Develops and implements long-range water supply plans;
- Directs and oversees capital planning for future needs of district's water system including master plans;
- Plans, assigns, supervises and reviews the work of subordinate engineers, technicians and consultants engaged in short- and long-range planning studies;
- Acts as Project Manager for complex engineering projects;
- Coordinates activities of the designated work group with other functional groups in the District;
- Represents the District and meets with other utilities, agencies, private organizations, consultants, trade and professional associations, technical groups or developers;
- Participates in the preparation and compilation of the District's Capital Improvement Program (CIP) and budget, reviews project requests, coordinates with other departments, ensures budget availability for CIP projects; reviews and finalizes sequence and timing of projects in the plan;

- Directs and oversees development, implementation and updating of the District's asset management plan and program;
- Participates in preparation and review of division and section budgets;
- Calculates and monitors project costs;
- Interpret state and federal regulations related to water supply and implement programs to ensure compliance;
- May prepare or review initial studies and drafts of environmental impact assessment reports;
- Reviews new developments related to engineering, construction methods, water or reclaimed water systems, contract administration and economic analysis techniques and
- Trains and evaluates the work of subordinates;
- Ensures that safe working conditions are maintained.

### **QUALIFICATIONS FOR EMPLOYMENT**

Knowledge of:

- Principles and practices of water resource forecasting, planning and management;
- State and federal regulations related to water systems;
- Principles and practices of asset management;
- Principles and practices of engineering and engineering administration;
- Principles of organization, supervision and training;
- Principles and practices associated with engineering projects related to water, including planning, water treatment techniques, plant design, distribution of water and knowledge of water regulations.
- Principles and practices of budget preparation and analysis;
- Proper spelling, grammar, punctuation and writing practices.

Ability to:

- Supervise, train and evaluate assigned staff;
- Use computer forecasting and water planning tools;
- Prepare engineering estimates, plans, and specifications for proposed projects;
- Conduct technical engineering research work, make detailed analyses and write comprehensive reports;
- Determine financial implications of projects including impact on budgets;
- Establish and maintain effective relationships with those contacted during the course of work;
- Prepare accurate and clear reports and correspondence;
- Depending upon job assignment, drive a vehicle;
- Travel to alternative work locations and offsite meetings.

Training and Experience: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- A Bachelor's degree in an engineering curriculum which is accredited by the Accreditation Board for Engineering and Technology (ABET); or a California Engineer-in-Training Certificate;
- Five years of increasingly-responsible engineering experience;
- Minimum of two years of supervisory experience; and
- California State Registration as a Professional Engineer.

#### **OTHER REQUIREMENTS**

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

#### **LICENSES AND/OR CERTIFICATIONS**

- Current California State Registration as a Professional Engineer;
- Possession of an appropriate California driver's license issued by the State Department of Motor Vehicles and satisfactory driving record.

#### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

During the course of performing job duties the employee will need the mobility to work in a standard office setting, operate equipment, which may include office and/or field equipment, or specialized instruments or tools requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. While working in the field the employee may walk on uneven or un-level ground surfaces such as hills, slopes, ditches or trenches, on or in tanks, and may work at heights up to ten to twelve feet climbing ladders or stairs. The employee is occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials and other packages or equipment weighing up to 10 to 25 pounds. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a computer screen.

In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

The noise level in the work environment is quiet to moderate noise. The employee is exposed to outdoor temperature, humidity, wetness and dust. The position may require the ability to work overtime and weekends as needed.

Employees who drive on District business to carry out job-related duties must possess a California driver's license for the class of vehicle driven and meet automobile insurability requirements of the District including review of a recent DMV history. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

*To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.*

Established: March 2019  
Approved by: Human Resources Manager