



Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Job title	Principal Engineer
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GENERAL PURPOSE

Under general direction, plans, organizes, directs, and implements comprehensive strategies for managing the District’s engineering activities and Capital Improvement Programs; performs high-level complex engineering work on project planning, design, and construction; plans, organizes, directs, and reviews the work of professional and technical staff; manages the work of consultants; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a professional program-management classification responsible for planning and directing the engineering operations and staff and/or consultants within an assigned engineering program; department functional program areas include, but are not limited to, engineering, development services, maintenance, and water resource planning. Incumbents are responsible for performing diverse, specialized and complex work involving significant accountability and decision-making by exercising primary responsibility for engineering project activities. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from assigned management personnel. Exercises direct supervision over professional, technical, and administrative support staff.

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Plans, organizes, supervises, trains, and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and

development; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's rules, policies, and labor contract provisions; identifies best-of-class work practices among assigned staff and assures uniform adoption of those practices.

- Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work environment which supports achieving the department's and the District's mission, strategic plan, objectives, and values.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, ensuring alignment with the District's strategic and operational plans.
- Assists with the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, consultants, contractors, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary to meet changing conditions.
- Oversees the execution and implementation of the District's Capital Improvement Program in assigned engineering program area; develops and/or manages contract documents; develops method of project delivery; manages the review and approval of plans, specifications, estimates, calculations, and analyses for District and developer-driven projects within the District's jurisdiction; administers the planning, design, bidding, and construction of maintenance projects, and coordinates conflicts with District facilities that result from developer-driven projects outside of the District's jurisdictional boundaries.
- Performs high-level complex engineering work related to planning, design, and construction; prepares template calculator forms and employee manuals/procedures for efficient conduct of project analyses.
- Represents the District with consultants, contractors, and local jurisdictional agencies; prepares correspondence on technical engineering issues; coordinates water, recycled water, and sewer utility engineering and planning activities with other departments and outside agencies; revises design and construction standards to improve methods, procedures, and practices; makes authoritative interpretations of applicable laws, regulations, policies, and design standards; reviews and approves construction documents.
- Reviews project documents including, but not limited to, planning reports, feasibility studies, preliminary design reports, as-built records, and project communications; oversees the creation, deletion, and revision of planning and design criteria,

standard drawings, specifications, and design guidelines for developer and Capital Improvement projects.

- Oversees preparation of requests for proposals; manages selection committee processes and participates in the evaluation of proposals and selection of consultants; negotiates scope of work and fees; manages consultant budgets and schedules; provides quality control, and reviews consultant deliverables.
- Participates in the 5-year and 1-year capital planning and budgeting process; identifies projects and makes recommendations, develops and evaluates cost estimates, and executes delivery of capital projects.
- Participates in process improvements efforts through participation in committees and programs, such as the Materials Approval Committee; coordinates meetings with material manufacturers or vendors; provides alternatives to standards for value engineering or efficiency; reviews and proposes new product submissions for incorporation into the approved materials list or into District specifications.
- Prepares agreements with local jurisdictional agencies and developers, including coordination of District departments; prepares all documentation for water supply, recycled water systems, utility agreements, and developer participation agreements; interfaces with various agencies and utility companies to coordinate administration of improvement projects; coordinates with Public and Governmental Affairs on community outreach; participates in project related community outreach events.
- Coordinates with various District stakeholders to ensure coordination of disciplines and that needs are being met; tracks, evaluates, and reports project progress; meets and coordinates with external stakeholders such as other agencies, cities, outside water districts, counties, vendors, manufacturers, consultants, developers, and contractors.
- Prepares Board and committee letter packets for project approvals or policy direction and presents at Board and committee meetings; coordinates with other departments, units, agencies, and private firms/individuals; prepares and presents presentations to the public, other external agencies, and at professional conferences.
- Initiates the evaluation, formation, and reconciliation of Special Benefit Areas and Community Facilities Districts.
- Coordinates with Real Property staff and prepares engineering documents for property acquisition; recommends sites, locations, and dimensions of easements.
- Coordinates with Environmental and Regulatory Compliance (ERC) and supports the District's effort to comply with the California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), and required regulatory permits by performing studies, preparing engineering documents, and providing clear, concise, accurate, and complete project descriptions. This individual may also support tribal

notification by conducting/facilitating presentations covering proposed projects with tribal representatives in coordination and under the direction of ERC.

- Supports and advances opportunities to obtain grants and loans from outside agencies to obtain funding for District projects in coordination with the Grants and Loans Administration staff by preparing engineering documents and presentations.
- Ensures staff observe and comply with District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

Continuous Improvement Related Duties:

- Applies Continuous Improvement principles in the deployment of department business plans, processes and performance measures, ensuring that they align with District's strategies and operational plans.
- Participates in departmental performance assessments and the system of continuous improvements and effectively integrates and evaluates the linkages between the District's key value creation and support processes and related key performance indices.
- Ensures effectiveness of the business processes undertaken by the department and division.
- Defines customer service segments being served and establishes processes to obtain feedback to improve performance.
- Develops, maintains, and utilizes departmental performance indicators in making decisions.
- Establishes performance criteria for assigned staff.
- Ensures a thorough understanding of the Strategic Planning Cycle with each individual's responsibility associated with the cycle.
- The incumbent, while exercising his/her authority, shall abide by and promote the District's values and beliefs and adhere to the District's ethics policy.

REQUIRED QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Administrative principles and methods including goal setting, program development and implementation.
- Principles and practices of budget preparation and administration.
- District governance including the roles and responsibilities of an elected Board of Directors.
- Theory, principles, and practices of engineering design and construction.
- Hydraulic system analysis and calculations applicable to engineering.
- Land surveying principles.
- Master planning principles and practices.
- Physical design, economic, environmental, and/or social concepts which impact the planning process.
- Application of land use (development patterns and processes) concepts and implementation of zoning and other municipal ordinances.
- Public utility governance, oversight, regulations, and land development and zoning requirements.
- Advanced mathematical principles.
- Principles and practices of technical report and business correspondence preparation.
- Federal, state, and local laws, codes, and regulations in assigned areas of responsibility.
- Modern developments, current literature, and sources of information regarding the assigned area of engineering.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Continuous Improvement Based Knowledge:

- The core values, concepts, and framework of continuous improvement criteria, including the principles of management by fact, and organizational and personal learning.
- Familiar with process mapping and structured problem solving.

- Theoretical and practical knowledge necessary to develop and monitor individual performance standards, and ensure they align with key performance measures for the unit.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for assigned engineering programs.
- Prepare, administer, and manage project budgets.
- Manage and participate in complex engineering projects; evaluate alternatives; make sound recommendations and prepare effective technical reports.
- Negotiate scopes of work and contracts including planning studies, design contracts, maintenance contracts, procurement of materials/equipment, performance guarantees, and construction contract change orders.
- Conduct independent project engineering.
- Manage the work of contracted engineering firms.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications, relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Continuous Improvement Based Abilities:

- Maintain and utilize process flow charts for key processes, with performance standards related to customer and stakeholder needs.
- Validate customer requirements.
- Create a workplace that values employees, encourages their development, values their participation, and encourages innovation.

- Create an environment of continuous improvement and to ensure business unit results consistent with expectations in key performance measures.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Ten (10) years of progressively responsible professional experience in an engineering design and construction program, preferably in a public utility environment, three (3) of which should be in a program-management capacity, or three (3) years of experience as a Senior Engineer with the District.

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in civil, chemical, mechanical, structural, electrical engineering or directly related engineering field.

Licenses/Certifications:

- A valid certificate of registration as a Professional Engineer in Civil, Chemical, Mechanical, Structural or Electrical issued by the State of California.
- A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.

PHYSICAL DEMANDS

The physical 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 functions.

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Eastern Municipal Water District
Job Title: Principal Engineer
Last Update: May 2023

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>October 2, 2019</i>
Date modified:	<i>May 9, 2023</i>
FLSA determination:	<i>Exempt</i>

Job Description Acknowledgment

I have received, reviewed, and fully understand the job description for Principal Engineer. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____