



MARIN MUNICIPAL WATER DISTRICT

PRINCIPAL ENGINEER, PLANNING

DEFINITION

Under administrative direction, plans, organizes, directs, and coordinates the work of the Planning Department of the Environmental & Engineering Services Division; manages the department and supervises the duties of professional and other staff engaged in strategic planning of the operation of the district's water systems, water supply, and capital improvement program and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

Principal Engineer is the highest level in the Engineering class series and serves as manager of the Planning Department of the Engineering Division. The incumbent is responsible for full line and functional management for the department including administrative duties and performance management for subordinate staff, as well as, providing professional engineering expertise. The individual in this class exercises discretion and independent judgment in the prioritization and coordination of the district's water collection, storage and distribution systems projects. The Principal Engineer classification is distinguished from the Senior Engineer classification by the overall program management and supervisory direction of the department.

EXAMPLES OF DUTIES

- Develops and implements strategic plans to ensure effective and efficient operation of the water transmission and distribution systems; ensures environmentally sensitive operation of district's water collection, transmission and distributions systems;
- Plans and directs department activities; prioritizes and schedules work related to operation and rehabilitation of the district's water collection, transmission and distribution system;
- Researches and prepares reports on long-range projects for the planning of construction, reconstruction or operation of water supply and transmission facilities;
- Supervises and participates in the preparation of schedules, designs, plans, projects reports, cost estimates, specifications, and bidding documents for a variety of district projects;
- Participates in recommending appointment of department personnel, provides or coordinates staff training and development; manages, reviews and corrects performance;
- Interprets and observes state and federal regulations and management policies and procedures for staff and is responsible for compliance; evaluates impact of legislation and regulatory changes and recommends operational response and/or district action;
- Collaborates with other district personnel regarding engineering and operations projects; coordinates project development and operation with other district staff and outside parties or agencies;
- Analyzes and resolves real-time and long-term unusual water and distribution system operational problems;

- Develops and recommends appropriate responses to capital facility and system operations emergencies;
- Serves as subject matter expert on district water rights, purchased water contracts and electric power supply arrangements;
- Makes presentations before the Board of Directors and the general public; represents the district to outside agencies, professional associations and organizations and in meetings with officials of other governmental agencies and with the public, and coordinates work with the same;
- Recommends use of consultants and administers consultants' contracts for various projects; negotiates complex contracts with outside consultants; oversees and reviews progress of consultants' work on projects;
- Coordinates and/or prepares, reviews and checking of engineering reports, studies, drawings, plans, and specifications; ensures accuracy and completeness and soundness of applied engineering principles; prepares engineering and statistical reports and correspondence;
- Manages preparation of long range water supply planning documents and reports, including Urban Water Management Plan, and;
- Performs Other Duties as Required.

QUALIFICATIONS

Knowledge of:

- Federal, State, and local laws and regulations related to the construction, operation and maintenance of water system facilities;
- California water rights rules and regulations;
- CA Drinking Water Program (DWP) and American Water Works Association (AWWA) water system operational regulations;
- Current and new developments in the principles, practices, and methods of engineering as applied to planning, design, construction and operation of water system projects;
- Current and new developments in the principles and technologies used to facilitate the development of programs, priorities, and strategies that support effective and efficient operation and management of the District water supply system;
- Field operations involved in the maintenance of water system facilities;
- Operation of water system control facilities;
- Operation of water storage, transmission, and distribution facilities;
- Software commonly used in an engineering environment;
- Effective written and verbal communication practices;
- Statistics and financial analysis;
- District safety policies and CAL/OSHA rules and regulations;
- Project management, scheduling, budgeting and financial management.

Ability to:

- Plan, organize, manage and direct the work of professional, sub-professional and support staff;
- Demonstrate skills in communication, public relations and consensus building to accomplish project and program objectives;
- Analyze and address water system operational and emergency problems;
- Interpret, explain and apply applicable laws, rules, and regulations;
- Perform and/or review detailed and exacting engineering calculations;
- Calculate staff needs and prepare budgetary requests;
- Assure the collection and analysis of data required for efficient system operations;
- Recruit, develop, train staff, manage and correct employee performance;
- Prepare clear, accurate, concise and complete reports;
- Communicate effectively orally and in writing;
- Serve as technical advisor to Senior Management and the Board of Directors;
- Establish and maintain effective, cooperative working arrangements with district staff, representatives of public agencies and private enterprises and with the general public;
- Utilize computer applications related to performing the job duties;
- Ability to travel to off work site locations and or to attend 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:

- Graduation from a four-year college or university with a Bachelor's degree in an engineering curriculum which is accredited by the Accreditation Board for Engineering and Technology (ABET);
- Seven years of increasingly-responsible engineering experience, at least three of which must have included responsibility for supervisory and/or project management, system operation, system maintenance at a level comparable to the district's Senior Engineer;
- Current certification as a California Water Distribution System Operator is desirable.

OTHER REQUIREMENTS

- 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.
- 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."

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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 and 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 occasionally lifts weight up to 50 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. Employees who drive on District business to carry out job-related duties must be physically capable of operating the vehicles and equipment safely.

The noise level in the work environment may be moderate to loud noise. The employee is exposed to outdoor temperature, humidity, wetness and dust and may work with specialized protective equipment. The position may require the ability to work after hours and weekends as needed.

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: October 1992
Revised: August 2014
Approved by: Human Resources Manager