



# MARIN MUNICIPAL WATER DISTRICT

## Principal Engineer-Design and Construction

### **DEFINITION**

Under administration direction, plans and directs the work of the Engineering Design and Construction Department of the Engineering Division; provides assistance in analyzing, developing and implementing programs and procedures; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This single position classification is a management level position with responsibility for supervision and management of the engineering staff engaged in the design of water facilities, construction management and inspection. This classification may take temporary charge of the day to day activities of other departments within Engineering Division due to vacations or absences. This class reports directly to the Assistant General Manager/Manager of Environmental and Engineering Services.

### **EXAMPLES OF DUTIES**

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

- Plans and supervises the work of professional and subprofessional engineering personnel engaged in design of water facilities, construction management and inspection;
- manages the preparation of contract documents leading to the construction of water facilities;
- develops and provides overall management to the construction administration activities of the District;
- recommends priorities of planned engineering projects and calculates project costs;
- directs the training and supervision of professional and subprofessional engineering personnel;
- develops requests for proposal, and selects consultants for design and construction projects;
- provides engineering consultations on a variety of District matters;
- develops and monitors division and project budgets;
- prepares and revises policies and procedures;
- reviews, and may prepare, design proposals, plans and specifications, schedules, and related documents;
- supervises the maintenance of division files and records and the preparation of various reports;
- reviews contracts and monitors compliance with same;
- trains and evaluates the work of subordinates;
- ensures that safe working conditions are maintained.

### **QUALIFICATIONS FOR EMPLOYMENT**

Knowledge of:

- Principles and practices of personnel management, supervision and training;

- principles, practices and methods of civil engineering as applied to the design and construction of water facilities and related systems;
- methods and use of materials and equipment used in water systems construction;
- common descriptions of real property;
- District policies and procedures;
- proper spelling, grammar, punctuation and writing practices.

Ability to:

- Plan, supervise and evaluate the work of an engineering department of professional, subprofessional and clerical employees;
- develop and control an operating budget;
- manage the preparation of construction documents;
- speak effectively;
- establish and maintain effective working relationships with those contacted in the course of work;
- prepare clear and concise records, reports and correspondence;
- interpret and apply safety rules and regulations to work assignments;
- depending upon job assignment, drive a vehicle; and
- 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:

- Equivalent to graduation from a four-year college or university with a Bachelor's degree in an engineering curriculum which is accredited by the Engineers' Council for Professional Development;
- seven years of increasingly-responsible engineering experience, at least three of which must have included responsibility for supervising the work of an extensive professional staff handling a wide variety of assignments;
- California State Registration as a Professional Civil 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**

- Possession of or the ability to obtain 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.

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: August 1998  
Revised: October 2008  
Approved by: Human Resources Manager