NEVADA IRRIGATION DISTRICT

PRINCIPAL ENGINEER
Range C43 – BOD 10/10/12

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To plan, organize and direct the activities of professional engineering, surveying, right-of-way and technical engineering functions within the Engineering Department in support of District facilities and operations; to coordinate section activities with other divisions or departments; and to provide highly responsible technical support to the Engineering Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from Engineering Manager.

Exercises direct supervision over assigned supervisory, professional and technical personnel.

ESSENTIAL FUNCTION STATEMENTS

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

Essential Functions:

1. Recommend and implement goals and objectives; establish performance standards and methods for the design, construction, modification and enlargement of treated and raw water facilities; develop and implement policies and procedures.

2. Plan, develop and oversee the work of staff involved in professional engineering activities, right of way activities and technical engineering support functions.

3. Evaluate operations and activities of assigned section; implement improvements and modifications; prepare various reports on operations and activities.

4. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for equipment, materials and supplies; monitor and control expenditure.

5. Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; conduct performance evaluations; implement discipline procedures as directed.

6. Review and verify the work of assigned personnel for accuracy, proper methods, techniques and compliance with District standards and specifications.
Essential Functions: (Continued)

7. Manage, oversee and participate in the technical aspects of engineering projects including the preparation of plans, specifications and cost and quantity estimates; maintain accurate records and prepare technical reports and correspondence; negotiate terms and fees; approve contractor and consultant pay requests.

8. Perform professional engineering work involving comprehensive engineering studies and projects; design, modify and/or enlarge hydroelectric and treated and raw water facilities, including but not limited to, treatment plants, pump stations and conveyance systems.

9. Exercise professional engineering judgment in accordance with currently accepted practices and appropriate laws, codes and regulations.

10. Serve as project manager over the more complex District projects; prepare Request for Proposals, review proposals and participate in the selection of consultants; prepare and administer contracts; track and monitor work performed.


12. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

13. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

14. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Methods, materials, and techniques used in the design, construction, and maintenance and operation of utility projects and activities.
Principles and practices of construction management and construction contract administration.
Principles of capital project management.
Pertinent local, State, Federal rules, regulations and laws.
Modern office equipment including the use of applicable computer applications.
Principles and practices of research analysis and management.
Principles and practices of budget development, implementation, and monitoring.
Principles and practices of supervision, training and performance evaluation.
Principles and practices of effective customer service.
Principles and practices of work safety.
Ability to:

Organize, implement and direct professional and technical engineering operations/activities. Perform the most complex duties related to the management of District engineering projects and studies. Interpret and apply District standards and regulations and engineering policies and procedures as well as applicable laws and regulations related to area of engineering assignment. Prepare accurate estimates of costs, schedules, personnel and materials related to engineering project responsibilities. Assist in the development and monitoring of an assigned program budget. Prepare concise and understandable written reports, studies, and other written materials, including Request for Qualifications and Proposals. Operate and use modern office equipment including a computer and applicable software. Develop and recommend policies and procedures related to assigned operations. Establish and maintain effective working relationships with those contacted in the course of work. Supervise, train, motivate, coach and evaluate assigned staff. Communicate clearly and concisely, both orally and in writing.

Responsibility to:

Report any safety risks or hazards to management personnel. Report to management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

Responsibility to ensure that all personnel under your supervision are:

Obeying and promoting safe work practices. Properly trained in safe work practices and procedures. Utilizing proper protective equipment. Operating equipment properly. Acknowledging the use of safeguards by other employees. Reporting any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings. Following OSHA regulations. (OSHA requires that those in supervisory positions ensure subordinate personnel adhere to the appropriate safety procedures in performing all duties. Failure to provide proper supervision may result in civil and/or criminal sanctions for the District and the supervisor).
EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible professional engineering experience that involved the design and construction of public works facilities commonly found in a water utility; including two years of supervisory responsibility.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering or a related field.

License and Certificate:

Possession of a valid California driver’s license.
Possession of a current certificate of registration as a Professional Civil Engineer in California.

WORKING CONDITIONS

Environmental Conditions:

Work is normally performed in a temperature controlled office environment subject to typical office noise. Conditions include attendance at evening meetings and irregular hours as necessary to meet deadlines and achieve objectives as well as periodic travel.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; interpret and explain laws, regulations, codes, policies and procedures; observe performance and evaluate staff; handle conflict.