

## PRINCIPAL UTILITIES ENGINEER

### DEFINITION

Under general direction, plan, direct and coordinate assigned functions and activities of the Engineering Section of the Utilities Division and support the Utilities Engineering Manager in policy development and execution of large, complex capital improvement projects.

### DISTINGUISHING CHARACTERISTICS

This is a mid-management level position that plans, coordinates, directs, oversees and performs all assigned activities of Utilities Engineering, including planning, conceptual design, final design, cost estimating, project bidding process, services during construction and construction management for a variety of projects in water storage and distribution, recycled water, sewer collection, stormwater management, and wastewater treatment. This position also provides support and advice to the Utilities Engineering Manager in the development of policies and procedures, and execution of large capital improvement projects. This position is distinguished from that of the Senior Utilities Engineer position by the complexity of assignments and responsibility for the supervision of higher-level engineering and technical staff. This position is distinguished from Utilities Engineering Manager by the latter position's overall responsibility for all aspects of the Utilities Engineering functions.

### SUPERVISION RECEIVED

Receives general direction from the Utilities Engineering Manager.

### SUPERVISION EXERCISED

Exercises supervision to professional and technical staff as assigned

### ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Support and advise the Utilities Engineering Manager in development and implementation of the Engineering Section's goals, objectives, policies and priorities.

Perform complex and advanced engineering functions and activities.

Provide technical supervision, training, mentoring, and guidance to Utilities engineering staff. Conduct employee performance reviews, and encourage employee growth and development.

Plan, organize, direct and evaluate the assigned functions and activities of the Utilities Division engineering staff, and provide recommendations for implementing projects and assigned workload.

Oversee preparation of Utilities studies and master plans that identify and plan for future infrastructure improvements related to potable water, recycled water, sewer system upgrades, and wastewater treatment plant rehabilitation and upgrade projects. Prioritize projects and include in the City's annual capital improvement program (CIP).

Prepare requests for proposals (RFPs), administer the proposal process; and provide oversight and supervision of consultants.

Plans and direct the implementation of capital improvement projects.

ESSENTIAL DUTIES (continued)

Direct and review the preparation and examination of engineering plans, specifications, designs, cost estimates and legal descriptions for a variety of construction and maintenance projects.

Supervise assigned staff and serve as construction manager on complex water and water treatment capital improvement projects.

Supervise staff engineers in the preparation of plans, specifications, cost estimates, bidding, and the administration of contracts for smaller utilities projects (e.g., small water main, sewer main, recycled water main, and water pollution control facility projects).

Supervise revisions and updates to standard specifications and details related to water, recycled water, and wastewater utilities.

Prepare staff reports and resolutions for City Council and Council committees; prepares meeting materials and conducts presentations to City Council and Council committees.

Represent the division to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Oversee coordination of utilities engineering related activities with Engineering & Transportation Division, other City departments, divisions, and sections and with outside agencies.

Prepare reports and make recommendations regarding the Utilities Division's portion of the City's capital improvement program.

Evaluates grant and low-interest loan opportunities and prepares applications for federal, state, regional or other funding.

Develop and recommend an annual budget and priority for assigned utilities projects and review budgets and priorities prepared by lower-level engineers.

Advise other sections and program staff within the Utilities Division on engineering and technical matters.

Participate in interviews and selection of new employees, assign work, and provide training in work procedures, standards and safety practices.

Prepare and provide input into employee performance evaluations, including setting and assessing goals, conducts counseling on work-related issues, and make recommendations regarding discipline.

Represent the City with dignity, integrity and the spirit of cooperation in all relations with staff and the public.

Be an integral team player, which involves flexibility, cooperation and communication.

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

Serve as a mentor to staff, providing them with leadership, direction, training and support.

Perform related duties as assigned.

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## JOB RELATED AND ESSENTIAL QUALIFICATIONS

### Knowledge of:

Principles and practices of civil engineering with focus on the planning, design and construction of water distribution, recycled water, and wastewater collection and treatment facilities.

Wastewater treatment processes including primary, secondary and tertiary treatment, as well as solids handling processes.

Engineering theory, principles and practices of program development and administration, and project scheduling and management.

Applicable laws and regulatory codes relevant to planning, design and construction of water, recycled water, wastewater, and storm drainage projects, including environmental assessment and environmental impact mitigations.

Current developments, literature, and sources of information relative to municipal utilities engineering.

Modern methods and techniques used in the design and construction of a wide variety of utilities engineering projects.

Principles and practices of leadership, motivation, team building and conflict resolution.

Principles of management and supervision, training and personnel management.

Operating and capital budgeting procedures and techniques.

Effective public contact and community relations concepts including negotiation techniques and presentation skills.

Principles and practices of modern asset management.

Modern office practices, methods and computer equipment including relevant software programs.

Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.

Principles and practices of excellent customer service.

### Ability to:

Organize, direct, and implement complex projects and programs; develop, implement and administer goals, objectives, and procedures for providing effective and efficient engineering services.

## JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

### Ability to (continued):

Ability to communicate effectively and tactfully with operations and maintenance personnel, professional staff, elected officials, developers, customers, regulatory agencies, external agencies, and non-government organizations.

Supervise, train and evaluate professional and technical subordinates.

Plan, oversee and complete multiple complex projects.

Set priorities, organize projects and meet deadlines and budget constraints.

Perform complex engineering computations and design, check, and supervise the construction of a wide variety of municipal utilities facilities.

Communicate both orally and in writing to prepare clear and accurate reports, lead discussions, and present information to City staff, contractors, and the public.

Complete assignments in a timely manner with minimum supervision.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Plan and direct the work of other personnel.

Develop and maintain effective working relationships with individuals and groups.

Contribute effectively to the accomplishments of City goals, objectives and activities.

## EXPERIENCE AND EDUCATION

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

Experience: Five (5) years of progressively responsible experience in professional engineering work in the design and construction of water and wastewater projects including two (2) years of supervisory or lead experience.

Education: Bachelor's degree or equivalent from an accredited college or university in civil engineering, or a closely related field with major work in civil engineering. A master's degree in a closely related field is desirable.

## LICENSES AND CERTIFICATES

Possession and maintenance of a certificate of registration as a Professional Engineer (Civil or Mechanical) in the State of California.

Possession and maintenance of a valid Class C California driver's license.

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### SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; to work in a field environment when needed in various weather conditions; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to travel to fulfill assigned duties and to review work outdoors. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year  
H812 Principal Utilities Engineer  
March 2024  
AAP GROUP: 5  
FPPC STATUS: Non-Designated  
FLSA STATUS: Exempt