

PRINCIPAL WATER RESOURCES ENGINEER/PLANNER

DEFINITION

Under general direction, plans, directs, and assumes responsibility for professional and technical water resources engineering and planning assignments related to water demand, supply availability, optimization and use of local supplies, new supply development, short-term and long-term operational optimization of water supplies, and water policy; manages major projects through all phases of the project management life cycle; serves as subject matter expert and advisor to management staff on assigned projects and/or programs; researches complex water resources problems, conducts technical studies, and recommends operational, compliance, and/or policy solutions; plans, schedules, assigns, reviews, and supervises the work of staff engaged in water resources engineering and planning activities; ensures assigned projects and programs comply with applicable codes and regulations and District policies, procedures, and standards; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. Exercises direct supervision over professional and technical staff.

CLASS CHARACTERISTICS

This is the principal-level classification in the Water Resources Engineer/Planner series responsible for planning and directing the water resources planning and engineering activities, projects, and staff and/or consultants/contractors within assigned program. Incumbents plan, develop, recommend, implement, and evaluate programs, projects, goals, and policies and procedures for assigned area(s) of responsibility. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities. Assignments at this level have significant impact on District operations. This class is distinguished from the Water Resources Manager in that the latter has full management authority for all water resources programs, projects, and related functions.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the typical functions of the job.

- Provides leadership and guidance to others on assigned programs and/or projects; as a program and/or project leader, directs, assigns, trains, supervises, and evaluates the work of assigned staff; determines work priorities; oversees quality and quantity of work performed and ensures adherence to established procedures by instructing employees accordingly; is a resource to employees by possessing specialized skills; and develops and implements work improvements.
- Manages multi-disciplinary water resources planning and engineering projects and studies through all phases including planning, design, implementation, and close-out; leads project teams, consultants, and/or contractors in the execution of projects; develops or reviews and approves work plans including, scope of work, budget, schedules, and baseline and/or service requirements; ensures project compliance with District safety requirements.
- Ensures established District standards, policies, and procedures, and water resources

planning/engineering best practices are consistently applied; analyzes, interprets, and explains regulations and policies related to area(s) of assignment.

- Participates in the development and implementation of program/project goals, objectives, policies, and priorities; identifies resource needs; recommends and implements policies and procedures, ensuring alignment with the District's strategic and master plans.
- Participates in short- and long-term planning of water resources programs/projects by supervising the conduct of planning studies and coordinating with Engineering and Operations and Maintenance staff to develop lists of necessary programs/projects.
- Directs and oversees the procurement process of contractors and consultants; prepares Invitation for Bid, Requests for Proposals, bid analysis, and evaluation documents; reviews proposals and provides recommendations for selection; verifies compliance with applicable codes, regulations, and/or funding agreements; prepares, negotiates, and manages contracts; directs, reviews, and reports on the work performed by consultants and/or contractors.
- Develops and monitors project/program budgets and schedules; reviews invoices to ensure compliance with contract and scope of work; manages requests for changes in scope of work; prepares contract addendums when needed.
- Leads the development, revision, and implementation of water resources reports and plans such as groundwater sustainability, urban water management, integrated resources water management, and master plans.
- Oversees and conducts complex water resources planning and analysis activities such as estimating water demand and conservation impacts and performing modeling based on historical usage data, land use trends, and other factors.
- Leads the District's well maintenance, replacement, and abandonment program, including coordinating, reviewing, and performing necessary testing for all wells; oversees staff and consultants in the execution of project components.
- Researches, analyzes, and summarizes data from various sources to support decisions related to securing and maintaining sufficient water supplies to meet demand and planning for District facilities.
- Oversees the development, testing, and implementation of complex data analysis methods and various models leveraging data collection systems and related strategies to optimize statistical efficiencies and quality of water resources data.
- Prepares studies and reports on immediate and long-range impact of District water resources programs and the impact of other regional, state, and federal projects/programs on District resources.
- Reviews environmental impact reports (EIR) and related planning documents; reviews and approves responses prepared by staff to issues that impact the District.
- Conducts and/or reviews studies related to water demand forecasting, water facility planning and performance, and economic analysis of supply and demand management programs; researches and tracks legislative and regulatory developments; recommends, and upon approval, implements operational, compliance, and/or policy solutions.
- Represents the District to regulatory agencies, the public, community interest groups, and contractors or consultants; attends and leads a variety of meetings; represents the District at meetings and participates on a variety of committees; prepares and presents information at meetings including agendas, minutes, Board reports, presentations, and exhibits.
- Responds to technical customer service issues in person or on the telephone; explains projects and procedures, interprets regulations and requirements, and coordinates with outside agencies, contractors, consultants, committees, and others.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Applicable federal, state, and local laws, codes, and ordinances relevant to the area(s) of responsibility.
- Administrative principles and practices, including goal setting, program/project development, implementation, management, and evaluation, budget management, and contract management.
- Advanced principles and practices of water resources engineering or planning.
- Advanced principles and practices of water supply, hydrogeology, and hydrology modeling and analysis, forecasting and risk analysis, and statistical analysis.
- Advanced principles, practices, theories, and methods of water supply planning and groundwater monitoring, contamination, and protection.
- Principles and practices of civil engineering with emphasis on the design and construction of water and wastewater facilities.
- Principles of engineering economics and their practical application to construction, water supply, and wastewater and/or water treatment projects.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles of leadership and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Recent developments, current literature, and sources of information related to innovation and trends in water resources management.
- Principles of mathematics and its application to water resources projects and programs.
- Principles and techniques of conducting complex water resources studies, evaluating alternatives, making sound recommendations, and preparing and presenting effective and technical reports.
- 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.

Ability to:

- Lead and provide subject matter expertise in managing water resources planning/engineering programs and projects with internal and external agencies and individuals.
- Supervise and perform a variety of professional-level water resources planning/engineering.
- Develop and implement work plans and effectively manage water resources planning/engineering projects, project teams, and consultants/contractors.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Apply water resources principles, practices, concepts, and standards to water supply planning and groundwater monitoring, contamination, and protection.
- Gather, analyze, and compile data and prepare a variety of clear, concise, and accurate technical reports.

- Plan and conduct complex water resources studies, projects, investigations, and analyses.
- Independently identify problems, research and analyze relevant information, and develop and present recommendations and justification for solutions.
- Direct the preparation of and prepare clear, concise, and accurate reports.
- Effectively represent the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Make accurate mathematical and statistical computations.
- Direct the establishment and maintenance of a variety of filing, record keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural 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.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

Equivalent to a bachelor's degree from an accredited college or university in engineering, environmental science, planning, or a related field.

Experience:

- Seven (7) years of increasingly responsible and diversified experience in the field of water resources planning.

Licenses and Certifications:

- Possession of a valid California Class C driver's license, to be maintained throughout employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

ENVIRONMENT

Standard office setting; some exposure to temperature variations, noise, fumes, toxic agents, dust, and traffic hazards may occur while at construction sites.

PHYSICAL

• Level One

Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; push, pull, lift, and/or carry light amounts of weight; bend, stoop, and kneel; operate office equipment including use of a computer keyboard; ability to verbally communicate to exchange information.

VISION

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

HEARING

Hear in the normal audio range with or without correction.