

PRINCIPAL ENGINEER -WATER QUALITY ADMINISTRATOR

DEFINITION

Under general direction, plans, directs, and assumes responsibility for water quality and water protection programs; manages multi-disciplinary water and wastewater systems engineering and compliance programs; serves as subject matter expert and advisor to management staff on assigned projects and/or programs; researches complex problems, conducts technical water quality and/or environmental protection-related studies, and recommends operational, compliance, and/or policy solutions; 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 management personnel. Exercises direct supervision over supervisory, professional, and technical staff through lower-level supervisors.

CLASS CHARACTERISTICS

This is a principal-level classification responsible for planning and directing the staff, operations, and activities of the water quality and water protection programs. 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, expertise, and guidance to others on assigned water quality and water protection 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.
- 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 capital improvement plans.
- Participates in short- and long-term planning of water quality and water protection programs/projects by conducting studies, reviewing and revising Master Plans, and coordinating with Operations and Maintenance and Engineering 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 for design; prepares contract addendums when needed.
- Administers and coordinates water quality and water protection programs including responsibility for water quality sampling and monitoring, water quality laboratory services, backflow prevention, and recycled water programs with those of other divisions and outside agencies.
- Manages and performs complex water quality planning, permitting, and regulatory compliance program management functions to ensure the District complies with all United States Environmental Protection Agency (US EPA) and California State Water Resources Control Board (SWRCB) water quality regulations and programs.
- Develops and updates regulatory and permit compliance, operations, and monitoring plans and schedules for District permitted facilities; maintains professional relationships and serves as the contact person for regulatory agencies.
- Coordinates preparation and submission of application packages for new permits and permit renewals and amendments to regulating agencies for water sources, treatment, storage, recycled water, and water discharges including writing and reviewing permit documents, reviewing water quality data and results, performing analyses and calculations, providing technical input on data analysis and reports, and facilitating meetings with regulators, District staff, and other stakeholders.
- Oversees the preparation of, reviews, and comments on water quality, operations, engineering, and environmental/regulatory compliance data and reports; reviews and submits reports to local, state, and federal agencies; provides responses to state regulators pertaining to reports submitted.
- Participates in the development of improved treatment processes and reviews monitoring programs concerning water quality; recommends changes in monitoring programs and treatment and process control processes to improve efficiency and water quality.
- Develops and recommends sampling and testing plans in response to incident/water quality detection issues; coordinates issuance of public notifications of incident/water quality notices as needed; prepares reports and correspondence documenting results, investigation, assessment, and mitigation and compliance actions taken and submits to regulatory agencies.
- Participates in managing major capital improvement projects or provides technical expertise related to specific phases of the project including planning, design, construction and implementation, and close-out; ensures compliance with engineering and District standards, District policies and procedures, regulatory and safety requirements, and engineering best practices; analyzes, interprets, and explains regulations and policies related to area(s) of assignment; oversees the creation, deletion, and revision of planning and design criteria, standard drawings, specifications, and design guidelines for developer and capital improvement and development projects.
- Oversees and conducts water quality and/or engineering studies, investigations, and analyses; researches, collects, and analyzes data and evaluates results to determine project-specific feasibility, requirements, and parameters; prepares various water quality, engineering, and/or compliance reports and other supporting documentation for assigned projects/programs.
- Provides staff assistance to assigned management staff; researches, analyzes, summarizes, and interprets data from various sources; prepares staff reports, correspondence, and other documents.
- Attends, participates in, and/or leads a variety of meetings and/or committees; represents the

District to regulatory agencies, the public, community interest groups, and contractors or consultants at meetings; prepares and provides information for meetings including agendas, minutes, Board reports, presentations, and exhibits.

- Monitors changes in regulations and technology that may affect assigned programs; stays abreast of new trends and innovations in water quality and protection programs; researches emerging products and enhancements and their applicability to District needs; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Reads, understands, and ensures compliance with the District Safety Manual; attends safety meetings, as required; reports all accidents, violations, or infractions to management.
- Performs related duties as required.

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.
- Principles and techniques of conducting complex studies, evaluating alternatives, making sound recommendations, and preparing and presenting effective and technical reports.
- Principles, practices, techniques, equipment, and materials required for laboratory analyses related to the treatment, quality, and distribution of water, treatment of wastewater, and plant efficiencies.
- Design and implementation of monitoring, quality assurance/quality control, sampling, laboratory safety, and specialized research programs.
- Operations, services, and activities of backflow prevention and recycled water programs.
- Principles and processes of water treatment and distribution and wastewater collection and treatment.
- Principles and practices of civil engineering with emphasis on the design and construction of water and wastewater facilities.
- Operations and regulatory requirements of water and wastewater management systems.
- 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 quality and protection programs.
- Principles and practices of business correspondence and technical report preparation.
- 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 quality and water protection programs with internal and external agencies and individuals.
- Develop and implement work plans and effectively manage assigned programs/projects, teams, and consultants/contractors.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Independently identify problems, research and analyze relevant information, and develop and present recommendations and justification for solutions.
- Direct the preparation of and prepare clear and concise reports, correspondence, procedures, and other written materials.
- Make accurate mathematical and statistical computations.
- Effectively represent the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- 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, chemistry, biochemistry, biology, microbiology, environmental science, or a science-related field.

Experience:

- Seven (7) years of increasingly responsible experience performing complex work in the area of water quality and/or environmental engineering, regulation, and operations, including two (2) of supervisory experience.

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.