

SENIOR WATER RESOURCES ENGINEER/PLANNER

DEFINITION

Under general direction, 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 assigned projects through all phases of the project management life cycle; 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 advanced journey-level classification in the Water Resources Engineer/Planner series responsible for supervising assigned staff and performing the most complex work in assigned area of responsibility. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions rely on experience and judgment to perform complex water resources planning/engineering and project/program management functions. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results. This class is distinguished from the Principal Water Resources Engineer/Planner in that the latter is responsible for managing the most complex water resources planning/engineering projects and programs, including large projects with multiple sub-projects and/or multi-disciplinary programs, and serving as an expert internal consultant to management in assigned area(s) of responsibility.

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.
- 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.
- Coordinates the District's well maintenance, replacement, and abandonment program;

- facilitates, revises, and performs well testing.
- 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.
 - Manages assigned projects through all phases including planning, design, construction and 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.
 - 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 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.
 - 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.
 - Develops, tests, and implements 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.
 - Prepares surface water and groundwater rights filings to the State Water Resources Control Board.
 - Reviews environmental impact reports (EIR) and related planning documents; prepares responses to issues that impact the District for review and approval by senior staff and/or management.
 - 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.
 - 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.
 - 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.
- Principles and practices of water resources engineering or planning.
- Principles and practices of water supply, hydrogeology, and hydrology modeling and analysis, forecasting and risk analysis, and statistical analysis.
- Principles, practices, theories, and methods of water supply planning and groundwater monitoring, contamination, and protection.
- Principles of project management including contract and budget management.
- 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 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.
- Practices of researching water resources issues, evaluating alternatives, making preliminary recommendations, and preparing 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:

- Manage assigned 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.
- 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.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solutions.
- 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.
- Establish and maintain 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:

- Five (5) 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.