

**MOJAVE WATER AGENCY**  
**Job Description**

**Job Title:** Senior Engineer  
**FLSA Status:** Exempt  
**Salary Range:** 45  
**Prepared By:** Koff & Associates  
**Prepared Date:** July 20, 2020

**SUMMARY**

Under general direction of the Department Head, performs a variety of complex engineering work in connection with planning, design, construction, operation, and maintenance of Agency projects, as well as coordination and management of work performed by Agency consultants; reviews and interprets engineering data, studies, and investigations conducted by the Agency; provides opinions and input to Operations in regard to management and delivery of State Water Project water and stored/banked groundwater within the service area; provides project management and direction for consulting teams on projects and studies; and performs related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Department Head. Exercises technical and functional direction over and provides training to lower level staff.

**CLASS CHARACTERISTICS**

This is the advanced journey-level professional classification in the engineering series. Positions at this level perform complex and difficult engineering and analytical duties, working independently and exercising judgment and initiative. Positions at this level receive occasional instruction or assistance as new or unusual situations arise and are aware of the operating procedures and policies of the work unit. In addition, incumbents provide functional and technical direction to other engineering staff as a regular part of their work routine and are required to be fully trained in all procedures related to the assigned functional area.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS**

*The following statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. Other duties may be assigned.*

- Leads and participates in the planning, design, construction, and operation of all Agency water supply and delivery infrastructure/facilities.

- Provides technical overview/review for the Agency in the field of engineering used in making decisions during the planning, design, construction, operation, and maintenance of Agency water supply and delivery infrastructure/facilities.
- Provides advice, guidance, direction and authorization to carry out engineering and procedures consistent with Agency policies. Reviews design for compliance with engineering principles, Agency standards, contract requirements, and related specifications.
- Performs civil engineering design work for a variety of Agency facilities, including pipelines, flow control facilities, pump stations, groundwater recharge basins, water storage tanks, wellhead improvements, and other miscellaneous facilities that may be required in the operation and maintenance of Agency facilities.
- Provides engineering and management oversight for work performed by Agency consultants.
- Plans and coordinates surveying, architectural, structural, electrical, mechanical, real estate/ROW transactions, and environmental work that may be required in the planning, design, and construction of Agency projects; coordinates with and manages the work of outside consultants, as needed.
- Prepares layouts, calculations, plans, specifications and cost estimates for Agency projects that are designed in-house. May utilize outside consultants for non-civil engineering work.
- Responds to requests for information from contractors; evaluates contractor submittals and makes recommendations as needed.
- Participates in the administration of Agency construction projects, including monitoring of contractor progress and adherence to schedule requirements, review of contractor submittals, preparation of change orders, field inspections, preparation of non-conformance reports, and preparation of final project acceptance documents.
- Conducts and evaluates engineering investigations, economic appraisals, and other technical reports, analyses and studies.
- Maintains accurate and up-to-date records and prepares periodic special reports relating to engineering, operations, and maintenance of Agency facilities.
- Prepares status/progress and other special reports as needed and presents to senior management and Board of Directors. May represent the Agency at meetings with concerned public and regulatory officials.
- Provides assistance to legal counsel as needed.
- Performs related duties and responsibilities, as assigned.

### **QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Knowledge of:**

- Principles and practices of civil engineering with emphasis on water supply and water facilities.

- Project management principles and concepts.
- Various federal, state and local regulatory agency requirements and guidelines pertaining to engineering, geology and hydrogeology.
- Basic knowledge of State of California, Department of Water Resources design and field operations and standards.
- Automated drafting programs, such as AutoCAD.
- Various methods and techniques to reach mutually agreeable solutions and outcomes.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- 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 as well as program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct research, assess information, and/or prepare documentation.

**Ability to:**

- Manage project team activities.
- Perform and evaluate complex, responsible, and difficult professional, analytical, and administrative work involving the use of independent judgment and personal initiative.
- Prepare comprehensive technical reports.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Perform work in a highly variable environment where safety principles and procedures need to be tailored to deal with unforeseen hazards to minimize high potential for serious injury.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Gain cooperation through discussion and persuasion.
- Establish, maintain, and foster effective team spirit and collaboration between departments and employees.
- Actively listen and discern common interests to reach mutually agreeable solutions and outcomes.
- Work in a fast-paced, professional office environment and balance multiple projects and deadlines.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Prepare clear and concise administrative and management reports.
- Effectively present information and respond to questions from MWA's employees including the general public, other water agencies, MWA's Board of Directors, and regulatory agencies.

- Establish and maintain cooperative working relationships with those contacted in the course of business, including member agencies, city and other government officials, community groups, other state water contractors, and the public.
- Effectively use computer systems, applications, and modern business equipment to perform a variety of work tasks.
- Perform work in accordance with specific safety procedures to minimize potential for injury.

### **Education and Experience:**

Bachelor's degree in Civil Engineering, Environmental Engineering, or related field and five (5) years of experience in engineering, construction inspection, operations, and/or drafting related to water supply and delivery. A Graduate degree in one of the cited fields above is preferred.

### **Licenses and Certifications:**

- Valid California Class C Driver's License and current automobile insurance.
- Licensure as a Professional Engineer (Civil), State of California.

### **PHYSICAL DEMANDS**

*The following physical demands described 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 functions.*

While performing the duties of this job, the employee is regularly required to see, talk, hear, use hands to finger, handle or feel, move around office and drive a standard passenger and 4-wheel drive vehicle. The employee is occasionally required to stoop or bend, lift items up to 60 pounds and work outside and in cramped spaces underground. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

*The following work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee's work environment ranges from a typical office setting to working outside. The employee is occasionally exposed to outside weather conditions, dust, dirt, fumes, odors, vibrations, poor lighting, and hazardous or toxic chemicals. The noise level can range from moderate to loud.