Class Specification

Principal Engineering and Operations Specialist – Temporary/Retired Annuitant

Department: Engineering & Operations
Supervisor: General Manager
Hours: 30-40 hours per week
Effective Date: 10/23/2019

General Definition

Under general direction of the Director of Engineering, Engineering and Operations Manager, and General Manager, support department objectives and assist in addressing critical issues related to the capital improvement program, operations and maintenance, asset management, recycled water development projects, and other technical issues facing the District.

Essential Duties and Responsibilities

1. Assist staff with the management of capital improvement projects already in process, and help staff with capital improvement project planning.
2. Troubleshoot and resolve issues related to operations and maintenance of the District’s recycled water distribution system.
3. Provide quality control and technical oversight for capital improvement projects, operations and maintenance, and recycled water connection initiatives.
4. Support development and evaluation of engineering plans and specifications.
5. Ensure compliance with contract plans and specifications, permits, codes, regulations, laws, and best management practices.
6. Support efforts for obtaining state and federal funding for the capital improvement program.
7. Assist Department staff in the negotiation of services provided by and to other agencies.
8. Assist with the development of the District’s Asset Management Program
9. Attend meetings and participate in conference calls as needed.
10. Assist staff with the preparation for Committee and Board meeting updates, as well as, present Committee and Board updates.
11. Prepare engineering calculations and reports as needed.
12. Other duties as assigned to support the work of the District.
Qualifications

- **Knowledge of:**
  - Civil engineering principles, with particular emphasis on the planning, design, permitting, and construction of potable and recycled water distribution systems;
  - Contract administration and construction management of public works projects;
  - Principles of engineering economics and their practical application to the development of water distribution systems;
  - Principles of effective project management;
  - Public finance, budget development and fiscal controls, and capital improvement budgets;
  - Regional and local water resources planning issues;
  - Federal, State and local laws, regulations and standards pertaining to water issues, including recycled water in particular;
  - Public agency administrative policies and procedures;
  - Various software applications used to support the Engineering and Operations Department;
  - Knowledge of, or experience with AutoCAD, H2ONet and GIS is preferred but not required.

- **Ability to:**
  - Analyze engineering and operational problems, evaluate alternatives and provide options and recommendations that demonstrate technical and administrative considerations;
  - Effectively oversee and provide quality control for the development of plans, specifications, technical reports and District engineering standards;
  - Demonstrate effective problem solving skills;
  - Make sound decisions regarding design, construction, cost analyses, management and coordination of capital improvement plans;
  - Prepare concise correspondence and reports;
  - Communicate effectively, verbally and in writing;
  - Establish and maintain effective working relationships with all levels of staff, the public, contractors and elected officials;
  - Speak effectively to diverse audiences, including Board members and professional and civic groups;
  - Exercise tact and diplomacy when dealing with sensitive, complex and/or confidential situations and issues; and
  - Obtain the respect of colleagues through knowledge of work, personal and professional conduct, good judgment, sound decisions, integrity, and exemplary performance.

- **Education and Experience:**
  - A Bachelor’s degree in Civil Engineering, or related field, from an ABET accredited institution and at least ten years of progressively responsible engineering management experience in design and construction of water distribution systems, of which at least seven years were in an executive management capacity.
  - Minimum of five years of executive level experience at California public water and wastewater agencies.
• **Licenses and Certificates:**
  o License as an active professional engineer with the California Board for Professional Engineers; and
  o Possess a valid California Driver’s License, vehicle insurance and an acceptable driving record. Must have reliable transportation.

**Working Conditions**
Occasionally lift and carry materials up to 20 pounds. Duties may require maintaining a physical condition necessary for sitting, kneeling, crouching, standing, walking, twisting, reaching, or bending for prolonged periods of time.

Local travel to Central Basin facilities and job sites as well as attendance at meetings with customers, partners and other business associates will be typical; periodic overnight travel may also be required.

**Licenses and Certificates:**

1. License as an active engineer with the California Board for Professional Engineers; and
2. Possess a valid California Driver’s License, vehicle insurance and an acceptable driving record. Must have reliable transportation.

Please send your resume and proposal to hr@centralbasin.org or call (323) 201-5536.

**DEADLINE: OPEN UNTIL FILLED** – recruitment may close at any time without prior notice. Applicants are encouraged to submit completed applications as soon as possible.