

Water Authority Position Description

PRINCIPAL ENGINEER

Status	Position Code	Level	Date
APPROVED	PENG	P29	Jun 2018

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY

MANAGE VARIOUS ENGINEERING PROJECTS IN SUPPORT OF ASSIGNED CAPITAL IMPROVEMENT PROJECTS, PRIVATE DEVELOPMENT, CROSS CONNECTION PROGRAM, AND DAY-TO-DAY OPERATIONS AND MAINTENANCE OF WATER DISTRIBUTION, WASTEWATER COLLECTION OR ASSIGNED FACILITY. SUPERVISE STAFF RESPONSIBLE FOR PERFORMING A WIDE VARIETY OF PROFESSIONAL ENGINEERING WORK.

MIN EDUCATION & EXPERIENCE REQ

BACHELOR'S DEGREE, FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH MAJOR COURSE WORK IN ENGINEERING, PLUS SIX (6) YEARS PROFESSIONAL ENGINEERING EXPERIENCE TO INCLUDE FOUR (4) YEARS SUPERVISORY EXPERIENCE IN A MANAGEMENT AND/OR ADMINISTRATIVE CAPACITY.

ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)
 POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE
 LICENSED AS PROFESSIONAL ENGINEER IN STATE OF NEW MEXICO. MAY SUBSTITUTE PE LICENSE FROM ANOTHER STATE RECOGNIZED BY THE STATE OF NEW MEXICO, WITH THE ABILITY TO OBTAIN NEW MEXICO LICENSE WITHIN ONE YEAR FROM DATE OF HIRE.
 DEPENDING ON LOCATION OR IF ASSIGNED TO SAFETY POSITION MUST SUBMIT TO OZONE MEDICAL EXAM, PRIOR TO HIRE AND AT LEAST EVERY THREE YEARS AFTER HIRE.

SUPERVISION RECEIVED/EXERCISED

RECEIVE ADMINISTRATIVE DIRECTION FROM HIGHER LEVEL ENGINEERING STAFF.
 EXERCISE DIRECT SUPERVISION OF MANAGEMENT AND SUPPORT STAFF.

ESSENTIAL FUNCTIONS

1. SERVE AS PROJECT MANAGER FOR A VARIETY OF ENGINEERING PROJECTS. PARTICIPATE IN THE DEVELOPMENT OF POLICIES AND PROCEDURES. PARTICIPATE IN THE PREPARATION AND ADMINISTRATION OF THE PROJECT BUDGET.
2. PLAN, DIRECT AND PARTICIPATE IN THE REVIEW AND APPROVAL OF A WIDE VARIETY OF ENGINEERING PLANS, SPECIFICATIONS AND DRAWINGS.
3. VERIFY THE WORK OF ASSIGNED EMPLOYEES FOR ACCURACY, PROPER WORK METHODS, TECHNIQUES, AND COMPLIANCE WITH APPLICABLE STANDARDS AND SPECIFICATIONS.
4. PARTICIPATE IN THE EMPLOYEE INTERVIEW/SELECTION PROCESS. TRAIN, MOTIVATE AND EVALUATE ASSIGNED STAFF. PROVIDE OR COORDINATE TRAINING. WORK WITH EMPLOYEES TO CORRECT DEFICIENCIES. IMPLEMENT DISCIPLINE AS NEEDED.
5. ORGANIZE AND COORDINATE WATER AND WASTEWATER TREATMENT PLANT AND LIFT STATION OPERATIONS. EVALUATE WATER AND WASTEWATER TREATMENT PLANT PERFORMANCE. ENSURE COMPLIANCE WITH APPLICABLE ENVIRONMENTAL REGULATIONS. RECOMMEND REVISIONS TO EXISTING POLICIES AND PROCEDURES.
6. COORDINATE THE MAINTENANCE, REPAIR AND REHABILITATION OF WASTEWATER COLLECTION SYSTEMS. EVALUATE EQUIPMENT, METHODS AND PROCEDURES USED TO MAINTAIN SYSTEMS. RECOMMEND PURCHASE OF NEW EQUIPMENT AND MODIFICATIONS TO EXISTING PROCEDURES.
7. ORGANIZE AND COORDINATE THE DESIGN AND CONSTRUCTION OF WATER SYSTEM FACILITIES INCLUDING RESERVOIRS, PUMP STATIONS, WELL AND TREATMENT FACILITIES.
8. COORDINATE THE OPERATION AND MAINTENANCE OF VARIOUS WATER UTILITIES WITHIN THE RIGHT-OF-WAY INCLUDING WATER LINES, METERS, FIRE HYDRANTS AND VALVES.
9. EVALUATE WATER SYSTEM PERFORMANCE UNDER VARYING CONDITIONS. CALCULATE WATER FLOWS AND MEASURE AGAINST EXISTING WATER MODEL. UPDATE WATER MODEL AS NEEDED.
10. COORDINATE ASSIGNED ACTIVITIES WITH THOSE OF OTHER DIVISIONS, OUTSIDE AGENCIES AND ORGANIZATIONS.
11. ESTIMATE TIME, MATERIALS AND EQUIPMENT REQUIRED FOR JOBS ASSIGNED. REQUISITION MATERIALS AS REQUIRED.

SUPPLEMENTAL FUNCTIONS

1. RESPOND TO PUBLIC INQUIRIES IN A COURTEOUS MANNER. PROVIDE INFORMATION WITHIN THE AREA OF ASSIGNMENT. RESOLVE COMPLAINTS IN AN EFFICIENT AND TIMELY MANNER.
2. PARTICIPATE IN PROFESSIONAL GROUP MEETINGS. STAY ABREAST OF NEW ENGINEERING TRENDS AND INNOVATIONS WITHIN THE FIELD OF ASSIGNMENT.
3. SERVE AS THE LIAISON FOR ASSIGNED AREA WITH OTHER DIVISIONS AND OUTSIDE AGENCIES. NEGOTIATE AND RESOLVE SENSITIVE AND CONTROVERSIAL ISSUES.
4. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.
5. PROVIDE CONTRIBUTION OF INDIVIDUAL ENGINEERING DISCIPLINE TO WATER AUTHORITY-WIDE ENGINEERING PROJECTS.

PREFERRED KNOWLEDGE

OPERATIONS, SERVICES AND ACTIVITIES OF A PROFESSIONAL ENGINEERING PROGRAM
PRINCIPLES OF LEADERSHIP, SUPERVISION AND TRAINING
PRINCIPLES AND PRACTICES OF PROGRAM ADMINISTRATION
PRINCIPLES AND PRACTICES OF BUDGET PREPARATION AND CONTROL
OPERATIONAL PROCEDURES AND MAINTENANCE OF WASTEWATER TREATMENT PLANTS,
AND LIFT STATION FACILITIES, WATER COLLECTION, TREATMENT AND DISTRIBUTION
SYSTEMS
METHODS AND TECHNIQUES OF EVALUATING SYSTEM PERFORMANCE AND
RECOMMENDING MODIFICATIONS
OCCUPATIONAL HAZARDS AND STANDARD SAFETY PRACTICES
PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES, REGULATIONS AND ORDINANCES

PREFERRED SKILL/ABILITY

LEAD, ORGANIZE AND REVIEW THE WORK OF STAFF IN THE AREA OF WORK ASSIGNED
INDEPENDENTLY PERFORM THE MOST DIFFICULT PROFESSIONAL ENGINEERING DUTIES
SERVE AS PROJECT MANAGER FOR A VARIETY OF ENGINEERING PROJECTS
REVIEW AND APPROVE A VARIETY OF ENGINEERING PLANS, SPECIFICATIONS AND
DRAWINGS
PREPARE AND ADMINISTER BUDGETS
COORDINATE THE CONSTRUCTION, OPERATION, MAINTENANCE AND REPAIR OF VARIOUS
ENGINEERING SYSTEMS WITHIN ASSIGNED AREA
INTERPRET, APPLY AND ENFORCE APPLICABLE FEDERAL, STATE AND LOCAL
POLICIES, LAWS AND REGULATIONS
COORDINATE ASSIGNED ACTIVITIES WITH THOSE OF OTHER DIVISIONS, OUTSIDE
AGENCIES AND ORGANIZATIONS
RESPOND TO REQUESTS AND INQUIRIES FROM THE GENERAL PUBLIC
ANALYZE PROBLEMS, IDENTIFY ALTERNATIVE SOLUTIONS, PROJECT CONSEQUENCES OF
PROPOSED ACTIONS AND IMPLEMENT RECOMMENDATIONS IN SUPPORT OF GOALS
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING

WORKING CONDITIONS

FIELD AND OFFICE ENVIRONMENT; TRAVEL FROM SITE TO SITE; EXPOSURE TO NOISE, DUST, GREASE, SMOKE, FUMES, GASES; MAY WORK IN OR WITH WATER OR AROUND HEAVY CONSTRUCTION EQUIPMENT. EXPOSURE TO NOISE, DUST, GREASE, SMOKE, FUMES, GASES AND ORGANIC/INORGANIC REGULATED ENVIRONMENTAL CONTAMINANTS; MAY WORK IN OR WITH WATER, AROUND HEAVY CONSTRUCTION EQUIPMENT.

PHYSICAL REQUIREMENTS

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES SUCH AS SITTING, WALKING OR STANDING FOR PROLONGED PERIODS BOTH IN AN OFFICE AND FIELD ENVIRONMENT.

MAINTAIN EFFECTIVE AUDIO-VISUAL DISCRIMINATION AND PERCEPTION TO THE DEGREE NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF ASSIGNED DUTIES.