

Water Authority Position Description

SENIOR ENGR

Status	Position Code	Level	Date
APPROVED	SENG	P28	May 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

PERFORM A WIDE VARIETY OF PROFESSIONAL ENGINEERING DUTIES IN SUPPORT OF ASSIGNED WATER AND/OR WASTEWATER FACILITIES, INFRASTRUCTURE, CONSTRUCTION AND ENVIRONMENTAL ENGINEERING. ENSURE TECHNICAL COMPETENCE AND COMPLIANCE WITH ALL FEDERAL, STATE AND LOCAL REGULATIONS AND ORDINANCES.

MIN EDUCATION & EXPERIENCE REQ

BACHELOR'S DEGREE IN CIVIL ENGINEERING OR A RELATED FIELD, PLUS FIVE (5) YEARS OF PROFESSIONAL ENGINEERING EXPERIENCE TO INCLUDE TWO (2) 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) WITHIN SIX (6) MONTHS
 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.

SUPERVISION RECEIVED/EXERCISED

RECEIVE GENERAL DIRECTION FROM HIGHER LEVEL ENGINEERING STAFF.
 MAY EXERCISE FUNCTIONAL AND TECHNICAL SUPERVISION OVER STAFF.

ESSENTIAL FUNCTIONS

1. PERFORM A WIDE VARIETY OF PROFESSIONAL ENGINEERING DUTIES IN SUPPORT OF ASSIGNED WATER AND/OR WASTEWATER INFRASTRUCTURE, CONSTRUCTION AND ENVIRONMENTAL ENGINEERING PROJECTS.
2. COORDINATE UTILITY PROJECTS TO ENSURE ADHERENCE TO CONSTRUCTION SPECIFICATIONS AND ADMINISTRATIVE REQUIREMENTS. CONDUCT PRE-CONSTRUCTION MEETINGS. COORDINATE PROJECT PHASES AND SCHEDULES WITH CONTRACTORS. NEGOTIATE AND PREPARE ANALYSIS AND STATISTICAL REPORTS ON OPERATIONS AND ACTIVITIES.
3. PERFORM PROJECT MANAGEMENT TASKS INCLUDING PLANNING AND SCHEDULING THE SEQUENCE OF OPERATIONS, PLANNING FOR BUDGET REQUIREMENTS, AND INSPECTION AND SURVEILLANCE OF MATERIALS, METHODS, AND EQUIPMENT USED IN TESTS AND/OR CONSTRUCTION.
4. OVERSEE VARIOUS WATER UTILITY ACTIVITIES; MONITOR WELLS, PUMP STATIONS, TREATMENT FACILITIES AND RESERVOIRS. ENSURE COMPLIANCE WITH ESTABLISHED OPERATIONAL PROCEDURES.
5. REVIEW AND APPROVE WATER AND WASTEWATER PLANS AND DESIGNS FOR PRACTICABILITY, AVAILABILITY OF MATERIALS, AND SUITABILITY OF SPECIFICATIONS.
6. OVERSEE ALL PHASES OF WASTEWATER COLLECTION LINE, WATER AND WASTEWATER TREATMENT PLANT AND/OR LIFT STATION CONSTRUCTION AND RENOVATION ACTIVITIES.
7. CONDUCT OR ASSIST WITH INSPECTIONS OF AND EVALUATE WASTEWATER TREATMENT PLANT PERFORMANCE. ENSURE COMPLIANCE WITH APPLICABLE ENVIRONMENTAL REGULATIONS. RECOMMEND REVISIONS TO EXISTING POLICIES AND PROCEDURES.
8. EVALUATE AND APPROVE PLATS, SITE DEVELOPMENT PLANS AND OTHER DEVELOPMENT PROPOSALS WITHIN ASSIGNED AREA OF RESPONSIBILITY.
9. IDENTIFY RIGHT-OF-WAY AND EASEMENT NEEDS FOR WATER, OR WASTEWATER PROJECTS. COORDINATE, APPROVE AND MONITOR RIGHT-OF-WAY ACQUISITIONS.
10. RECEIVE, REVIEW AND APPROVE CONSTRUCTION PLANS AND DRAWINGS. RECOMMEND REVISIONS TO ENSURE COMPLIANCE WITH APPROPRIATE CODES, LAWS AND REGULATIONS.
11. ANALYZE A VARIETY OF ENGINEERING DESIGNS AND METHODS TO ENSURE MAXIMUM QUALITY AND COST EFFICIENCY. RECOMMEND COST-EFFECTIVE REVISIONS TO PLANS AS NEEDED.
12. ASSIST IN THE REVIEW OF ELECTRICAL, INSTRUMENTAL AND MECHANICAL DESIGNS FOR COMPLIANCE WITH APPLICABLE CODES. PERFORM CONSTRUCTION INSPECTIONS. PREPARE REPORTS ON FINDINGS.
13. RESPOND TO PUBLIC INQUIRIES IN A COURTEOUS MANNER. PROVIDE INFORMATION WITHIN THE AREA OF ASSIGNMENT. RESOLVE COMPLAINTS IN AN EFFICIENT AND TIMELY MANNER.
14. COORDINATE ASSIGNED ACTIVITIES WITH THOSE OF OTHER DIVISIONS, OUTSIDE AGENCIES AND ORGANIZATIONS.

SUPPLEMENTAL FUNCTIONS

1. MAY LEAD, PLAN, TRAIN AND REVIEW THE WORK OF LOWER LEVEL TECHNICAL STAFF.
2. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.
3. ATTEND AND PARTICIPATE IN PROFESSIONAL GROUP MEETINGS. STAY ABREAST OF NEW ENGINEERING TRENDS AND INNOVATIONS WITHIN THE FIELD OF ASSIGNMENT.
4. PROVIDE CONTRIBUTION OF INDIVIDUAL ENGINEERING DISCIPLINE TO WATER AUTHORITY WIDE ENGINEERING PROJECTS.

PREFERRED KNOWLEDGE

PRINCIPLES AND PRACTICES OF PROFESSIONAL ENGINEERING WORK
OPERATIONAL CHARACTERISTICS OF WATER PUMP STATIONS, TREATMENT FACILITIES AND RESERVOIRS
OPERATIONAL PROCEDURES OF WASTEWATER TREATMENT PLANT AND LIFT STATION FACILITIES
PRINCIPLES AND PRACTICES OF PROJECT ANALYSIS AND DESIGN
PRINCIPLES AND PRACTICES OF ENGINEERING ELECTRICAL, MECHANICAL, CIVIL OR CHEMICAL ENGINEERING
STRUCTURE AND DESIGN OF VARIOUS SYSTEMS
PRINCIPLES AND PRACTICES OF CONSTRUCTION
PRINCIPLES AND PROCEDURES OF CONTRACT NEGOTIATION
METHODS AND TECHNIQUES USED IN CONDUCTING ENGINEERING INSPECTIONS
METHODS AND TECHNIQUES USED TO REVIEW AND APPROVE VARIOUS ENGINEERING PLANS AND SPECIFICATIONS
PRINCIPLES OF BASIC REPORT PREPARATION
PRINCIPLES OF SAFETY PRACTICES
PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES, REGULATIONS AND ORDINANCES
PRINCIPLES, PRACTICES AND TERMINOLOGY OF MODERN CONSTRUCTION
AUTHORITY DEVELOPMENT PROCESS, DESIGN REVIEW THROUGH FINAL ACCEPTANCE OF PUBLIC INFRASTRUCTURE
ENGINEERING DESIGN PRACTICES FOR WATER AND SANITARY SEWER LINES

AUTHORITY DEVELOPMENT REVIEW BOARD AND DESIGN REVIEW COMMITTEE POLICIES AND PROCEDURES
COMPUTER MODELING OF WATER AND WASTEWATER SYSTEMS
WATER AUTHORITY PERSONNEL RULES AND REGULATIONS

PREFERRED SKILL/ABILITY

PERFORM A WIDE VARIETY OF PROFESSIONAL ENGINEERING DUTIES IN SUPPORT OF ASSIGNED CAPITAL IMPROVEMENT PROJECTS
OVERSEE AND COORDINATE WATER UTILITY, WASTEWATER TREATMENT, AND CONSTRUCTION ACTIVITIES
CONDUCT A VARIETY OF ENGINEERING INSPECTIONS AND INVESTIGATIONS TO ENSURE COMPLIANCE WITH APPLICABLE LAWS, CODES, REGULATIONS AND ORDINANCES
REVIEW AND APPROVE A VARIETY OF ENGINEERING PLANS, SPECIFICATIONS AND DRAWINGS
ENSURE APPROVED ENGINEERING PLANS ARE COST-EFFECTIVE
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
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
PREPARE CLEAR AND CONCISE TECHNICAL REPORTS
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK

WORKING CONDITIONS

FIELD AND OFFICE ENVIRONMENT; TRAVEL FROM SITE TO SITE; OCCASIONAL CONSTRUCTION SITE ENVIRONMENT; EXPOSURE TO NOISE, DUST, GREASE, SMOKE, FUMES, GASES; MAY WORK IN OR WITH WATER OR 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 OF TIME; OPERATING MOTORIZED VEHICLES
MAINTAIN EFFECTIVE AUDIO/VISUAL DISCRIMINATION AND PERCEPTION TO THE DEGREE NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF ASSIGNED DUTIES