

NEVADA IRRIGATION DISTRICT

Job Description

Job Title:	Senior Engineer (Registered)	Reports To:	Engineering Manager
Salary Range:	C33	Approved by Board of Directors:	10/10/2012
FLSA Status:	Exempt	Unit:	Supervisor
<p><i>Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.</i></p>			

Definition

To plan, direct and supervise personnel engaged in a variety of technical engineering support functions; to perform professional engineering work involving the design, upgrade and expansion requirements of District facilities; to perform duties requiring specialized knowledge; and to provide administrative support to assigned supervisor.

Distinguishing Characteristics

This is the advanced journey level in the professional Engineer series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing direct supervision over technical personnel and technical and functional supervision over professional personnel. In addition, positions at this level perform the more complex project management duties. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

Supervision Received and Exercised

Receives direction from the Engineering Manager.

Exercises direct supervision over technical personnel and may exercise technical and functional supervision over assigned professional personnel.

Essential Functions Statements

Essential and other important responsibilities and duties may include, but are not limited to, the following:

1. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for conducting surveying, drafting or construction inspection activities.
2. Plan, prioritize, supervise and review the work of staff assigned to technical engineering activities.
3. Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
4. Provide and coordinate staff training; work with employees to correct deficiencies.
5. Review and verify the work of assigned personnel for accuracy, proper methods, techniques and compliance with District standards and specifications.

6. Perform professional engineering work involving comprehensive engineering studies and projects; design, modify and/or enlarge hydroelectric and treated and raw water facilities, including but not limited to, treatment plants, pump stations, and conveyance systems.
7. Prepare engineering specifications, cost and quantity estimates for District projects; identify needs for obtaining required easements or permits for the construction of projects; work with outside agencies to obtain required permits.
8. Exercise professional engineering judgment in accordance with currently accepted practices and appropriate laws, codes and regulations.
9. Serve as project manager over the more complex District projects; prepare Request for Proposals, review proposals and participate in the selection of consultants; prepare and administer contracts; track and monitor work performed.
10. Attend public meetings providing information related to District projects; receive, research and respond to inquiries and concerns of the public.
11. Interact with the public and customers regarding claims pertaining to District projects; explain District policies and procedures with property owners, inspect claim area, prepare statements relating to claim and consult with legal counsel.
12. Conduct field and office engineering studies related to the planning, design and modification of District facilities; confer with District staff and consultants to coordinate projects and activities.
13. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
14. Perform related duties as assigned.

Qualifications

Knowledge of:

- Principles and practices of direct, technical and functional supervision and training.
- Methods, materials, and techniques used in the design, construction, and maintenance and operation of utility projects and activities.
- Budgeting techniques and capital project management.
- Principles and practices of construction management and construction contract administration.
- Pertinent local, State, Federal rules, regulations and laws related to area of engineering assignment, including those specific to District policies and practices.
- Practices of surveying and environmental assessment.
- Modern office equipment including the use of applicable computer applications.
- Principles and practices of effective customer service.

Ability to:

- Provide direct, technical and functional supervision over assigned staff; effectively train staff.
- Perform the most complex duties related to the management of District engineering projects and studies.

- Interpret and apply District standards and regulations and engineering policies and procedures as well as applicable laws and regulations related to area of engineering assignment.
- Prepare accurate estimates of costs, schedules, personnel and materials related to engineering project responsibilities.
- Work effectively with a variety of internal and external customers to accomplish goals and objectives; deal firmly and courteously with citizens, developers, consultants, and contractors.
- Prepare concise and understandable written reports, studies, and other written materials, including Request for Qualifications and Proposals.
- Operate and use modern office equipment including a computer and applicable software.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Responsibility to:

- Report any safety risks or hazards to your supervisor or other management personnel.
- Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

Responsibility to ensure that all personnel under your supervision are:

- Properly trained in safe work practices and procedures.
- Utilizing proper protective equipment.
- Operating equipment properly.
- Acknowledging the use of safeguards by other employees.
- Reporting any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.
- Following OSHA regulations. (OSHA requires that those in supervisory positions ensure subordinate personnel adhere to the appropriate safety procedures in performing all duties. Failure to provide proper supervision may result in civil and/or criminal sanctions for the District and the supervisor).

Experience and Education Guidelines

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of responsible journey experience similar to Associate Engineer (Registered) with the Nevada Irrigation District.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering or a related field.

License and Certificate:

Possession of valid California driver's license.

Possession of a current certificate of registration as a Professional Civil Engineer in California.

Working Conditions

Environmental Conditions:

Work is generally performed in a temperature controlled office environment subject to typical office noise, with some work done outdoors with exposure to traffic, outdoor weather conditions including extreme heat and cold and to wet, and humid conditions.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; handle conflict.