

SILICON VALLEY CLEAN WATER
Job Description
April 2019

Disclaimer – Class descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They cannot include, and not intended to include, every possible activity and task performed by every specific employee.

JOB TITLE: Authority Engineer

FLSA: Exempt

Every employee shall serve at the will and pleasure of Silicon Valley Clean Water ("SVCW"). No employee has, or may acquire, a property interest, nor any other kind of interest in, or right to, continuing employment with SVCW. The Manager, upon request of an employee who has been discharged, will review all the circumstances of such discharge.

SUMMARY

Under direction from the Authority Manager plan, organize, direct and review the activities and operations of the Engineering Division; to have overall responsibility for the Authority's Capital Improvement Program; to coordinate assigned activities and programs with the Wastewater Department and associated Divisions and outside agencies; and to provide highly responsible and complex administrative support to the Authority Manager as part of the Senior Management Team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops, plans and implements Authority goals and objectives; recommends and administers policies and procedures; participates in strategic planning for the Authority and sets goals for the Department to support the strategic plan.
- Coordinates Department activities with those of other departments, divisions and outside agencies and organizations; provides staff assistance to the Manager; prepares and presents staff reports and other necessary correspondence and reports.
- Directs, oversees and participates in the development of the Department's work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- Develop and maintain a detailed and intimate knowledge of the SVCW treatment and conveyance systems; allowing for a strong understanding and ability to explain to others how the systems function and evaluating impacts for presentation to affected divisions and departments and outside entities.
- Supervises and participates in the development of the Department and Capital Improvement Program (CIP) budgets; in accordance with direction received and identified needs, justifies and recommends the need for existing and additional staffing, equipment, materials and supplies; monitors and approves expenditures; recommends budget adjustments, administers and manages the Department so as to meet the approved budget.
- Performs a variety of difficult professional engineering activities including providing oversight to various capital improvement projects; participates in master planning for facilities; reviews detailed facilities design, including plans, specifications, contract documents and cost estimates and oversees contract administration for capital projects.

- Administers Authority activities in compliance with the California Environmental Quality Act requirements.
- Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the Department.
- Exercises all requirements of the Authority JPA as required.
- Represents the Authority to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
- Researches, prepares and/or directs the development of technical and administrative reports and studies; prepares written material as necessary.
- Builds and maintains positive working relationships with co-workers, other Authority employees and the public using principles of good customer service.
- Provides and presents items to SVCW Commission pertinent to affairs under direct responsibilities.
- Performs related duties as assigned.

QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

Principles and practices of civil engineering as applicable to the planning, design and construction of wastewater utilities including recycled water.

Principles and practices of construction methods and inspection techniques, including materials and equipment used in the construction of wastewater collection, treatment, and recycled water facilities.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal laws, rules and regulations, including Public Contracting Codes and practices.

Organizational and management practices as applied to the analysis and evaluation of programs.

Principles and practices of Public Agency organization, administration and personnel management.

Principles and practices of budget preparation and administration.

Ability to:

Plan, direct and control the administration and operations of SVCW.

Develop plans, designs, specifications, cost estimates and engineering standards for construction and capital improvement projects.

Conduct engineering research and solve complex engineering problems.

Prepare and administer a department budget.

Develop and implement department policies and procedures.

Supervise, train and evaluate assigned personnel.

Gain cooperation through discussion and persuasion.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply Federal, State, Local, Authority, and department policies, procedures, rules and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Take responsibility and use good judgment in exercising scope of authority.

Facilitate a "team building" environment; utilize conflict management skills and effectively resolve controversial issues.

EDUCATION AND EXPERIENCE

Any combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities. A typical way to obtain these would be:

Equivalent to a Bachelor of Science in Engineering from an accredited four year college or university with a major in Civil or Environmental Engineering or engineering related field, and equivalent to a Master's Degree from an accredited college or university with major course work in civil engineering.

Fifteen years of increasingly responsible professional engineering experience in the planning, design and construction of large water distribution, wastewater collection and wastewater treatment systems, including at least eight (8) years of which were in a management position with a publicly owned water or wastewater utility, engineering firm, construction firm, environmental related industry, or similar organization.

CERTIFICATION, LICENSES AND REGISTRATIONS:

Possession of a valid certificate of registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers.

Valid California Class C Driver's License and an acceptable driving record as defined by SVCW's Driving Eligibility Standards.

PHYSICAL DEMANDS

The physical demands described here 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 sit and required to stand, walk, stoop and crouch. The employee frequently is required to use hands and fingers to handle or feel; reach with hands and arms; and talk and hear in English. The employee is frequently required to stand and walk. The employee must regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. The employee is frequently required to walk up and down stairs, to climb up and down ladders, and to enter process tanks via manways, hatches, and other limited means of ingress and egress. Employee will occasionally be required to enter permitted and non-permitted confined spaces. The employee will regularly be walking in and through construction zones. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here 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 regularly works in indoor conditions and regularly works near video display. The employee is occasionally exposed to fumes and odors, works at heights, and works with and around machinery having moving parts. The employee is exposed to outside weather conditions and construction zones. The employee uses SVCW vehicle and is expected to be available to work evenings or on weekends, as necessary. The noise level in the work environment is usually minimal with occasional exposure to moderate levels.