

**PRINCIPAL CIVIL ENGINEER - WATER****Definition:**

Under administrative direction plans, organizes, supervises, coordinates and reviews the programs and activities of the Water Engineering Section within the Engineering Division of the Public Works Department including long- and short-term water capital project planning, **water rate development and reporting**, environmental program planning and compliance, design, construction, permitting, right-of-way, and other programs; coordinates assigned activities with other **Public Works managers, other** City departments and outside agencies; provides highly complex and responsible support to the Public Works Director, City Engineer/Assistant Director of Public Works, ~~Water Systems Manager~~ and others in areas of expertise and performs related work as required.

**Essential Duties and Responsibilities:**

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Assumes management responsibility for all services and activities of the Water Engineering Section, **coordinating effectively with other managers**, while providing responsible staff assistance to the Public Works Director **and** ~~City Engineer/Assistant Public Works Director and Water Systems Manager~~.

Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs including water resources and conservation, water system planning, design and construction of water capital projects, engineering standards and specifications, and development services; recommends, within Departmental policy, appropriate services and staffing levels; and recommends and administers policies and procedures.

Responsible for developing a long-range integrated water resources plan, five-year water system plan, and capital projects resources allocation plan; and plans and implements Water Capital Projects.

Oversees the development of consultant requests for proposals for professional and/or construction services and the design process; evaluates proposals and recommends project award; negotiates and administers contracts after award; ensures contractor compliance with City standards and specifications, time and budget estimates; analyzes and resolves complex problems that may arise; recommends and approves field changes as required.

Conducts Capital Improvement Program (CIP) water projects planning activities; provides oversight and input in-to the conceptual design of water engineering projects; investigates and resolves problems with scope of work or cost issues of major water facilities upgrade and replacement projects; **ensures achievement and the effective reporting of water mainline replacement goals and other related projects**.

Serves as project manager on the most complex water engineering projects and oversees staff assigned less complex projects.

Checks and approves plans for complex construction projects to determine compliance with applicable codes; checks engineering methods used in project design and verifies accuracy of engineering calculations.

Negotiates mitigation measures with developers and regulatory agencies.

Participates in the selection of water engineering staff; plans, prioritizes, assigns, supervises, reviews and participates in the work of staff responsible for providing water engineering services within the assigned section or division.

Reviews and approves construction materials and shop drawing submittals for water improvement projects; reviews and responds to request for information; reviews, analyzes and negotiates contract change orders; discusses and resolves construction-related issues; manages construction claims.

Participates in the development and administration of and oversees the division budget.

Serves as a liaison for the Water Engineering Division with other City Departments, divisions, elected officials, and outside agencies to coordinate and implement policies, goals and objectives; explains and justifies Public Works Department's water programs, policies and activities; and negotiates and resolves significant and controversial issues.

Prepares and presents correspondence, staff reports and presentations; represents the City at meetings with citizens, City Council members, Commissioners, staff and representatives of other public or private agencies.

Responds to questions and inquiries from the public, other agencies, developers, contractors, engineering professionals, and City staff regarding water engineering and development projects; investigates complaints and recommends corrective action as necessary to achieve resolution.

Develops and standardizes procedures and methods to improve the efficiency and effectiveness of water engineering services, projects and activities; identifies opportunities for improvement and makes recommendations to the **City Engineer/Assistant Public Works Director and Public Works Director**~~xxxx~~.

Conducts a variety of organizational, investigations, and operational studies; and recommends modifications to water engineering programs, policies, and procedures, as appropriate.

Develops and implements programs for rehabilitating and replacing aging water system infrastructure, and improving system performance and reliability/redundancy.

Ensures compliance with appropriate laws and regulations; oversees, approves and signs all water engineering studies, construction plans, specifications, and as-built drawings.

Meets with developers, engineers, and/or customers to review private developments for providing water services and conformance to City Standards and policies; resolves any problems related to these developments; and negotiates and prepares agreements with developers.

Participates in the development, update, and monitoring of the Water Rates, Rules and Regulations.

Represents the City at meetings and hearings with water wholesalers (e.g., MWD and OCWD), **various regulators, and other professional organizations.**

Operates a personal computer and uses applicable software.

Drives a vehicle on City business.

**Other Duties and Responsibilities:**

Performs other projects/tasks as assigned.

Lifts and moves boxes of records and other items weighing 30 pounds or less.

**Class Characteristics:**

Principal Civil Engineer - Water is a single -incumbent management and professional engineering class in the water engineering series in the Public Works Department and is responsible for the management of the Water Engineering Section.

**Contacts and Relationships:**

A Principal Civil Engineer - Water establishes and maintains contact with staff in the Public Works Department and in other City Departments. Additional contact will occur with members of various commissions, City Council, public utilities, water districts and other governmental agencies, consultants, contractors, vendors and the public.

**Qualification Guidelines:**

The knowledge and abilities required to perform the duties and responsibilities of this class include the following:

**Knowledge of:**

Operational characteristics, services, and activities of a water engineering program

Modern and complex principles and practices of civil engineering and design principles, and their application to a wide variety of water system engineering projects and programs.

Water engineering and hydraulics theory, principles and practices, and their application to a wide variety of water systems.

Principles and practices of water quality control.

Principles of water distribution, **production, treatment, storage**, —planning and economic analysis.

Methods, materials and techniques used in the construction of public works projects.

Principles and practices of complex project management and administration.

Methods and techniques of complex contract negotiations and administration.

Advanced mathematics and their application to engineering work.

**Water rate development and implementation.**

Municipal budget administration, capital improvement programs and revenue sources related to area assigned.

Effective supervisory and management techniques.

Federal, State and local laws, regulations, codes and ordinances applicable to municipal water engineering, supply, operations, and maintenance programs.

Recent developments, literature and sources of information regarding civil engineering matters and their application to a wide variety of water system engineering projects and programs.

**Effective public speaking and communication skills.**

English usage, spelling, grammar and punctuation.

Computer applications as they relate to area assigned.

**AND**

**Ability to:**

Coordinate and direct civil engineering programs with emphasis on water engineering.

Supervise, organize and review the work of professional and technical staff.

Design, prepare and review engineering plans, specifications, studies and technical reports, **including water treatment.**

Conduct difficult and comprehensive engineering studies and prepare administrative and financial reports and recommendations.

Understand and interpret complex engineering construction plans, specifications and other contract documents.

Manage the selection, training, supervision and evaluation of assigned staff.

Produce accurate cost estimates related to assigned function/section.

**Manage budgets and perform work in a fiscally responsible manner.**

Perform technical research and solve difficult engineering problems.

Ensure function/section compliance with applicable rules and regulations and prepare progress reports.

Interpret and apply pertinent laws, rules and regulations.

Resolve conflict situations in a fair and amicable manner.

Handle multiple deadlines and multiple projects

Communicate effectively orally and in writing.

Prepare clear and comprehensive reports and make effective presentations.

Understand and carry out oral and written instructions and use independent judgment and initiative.

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

Interact effectively with others in the workplace.

Meet and serve the public with professionalism, courtesy and tact

Handle job stress and maintain composure in public settings.

Operate a personal computer and use applicable software programs.

### **Education and Experience**

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is can be considered as qualifying. A typical combination includes:

A bachelor's degree, from an accredited college or university, with major course in civil engineering or related field.

### **AND**

At least 6 years of recent, increasingly responsible professional water engineering experience, including three years of administrative and supervisory responsibility in a professional engineering organization comparable to Fullerton in terms of the scope of activity including municipal water engineering and water operations/maintenance programs.

### **Special Requirements:**

Valid and appropriate California Driver License and acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.

Registration as a Professional Civil Engineer in the State of California **at time of appointment and throughout employment in this position.**

The City of Fullerton's Conflict of Interest Code requires that the Principal Civil Engineer - Water file financial disclosure statements in accordance with state and local laws.

Must be able to work a flexible schedule to accommodate City needs including attending evening meetings.

California Government Code §3100 – 3109 requires that all public employees are to be declared disaster service workers and shall take and subscribe to the related oath or affirmation as required.

### **Physical Tasks and Working Conditions:**

Work is performed indoors in an office environment and on-site in the field. When work is performed outdoors there is exposure to the elements. An incumbent uses a computer, keyboard and related equipment, drives a vehicle on City business, sits for extended periods of time, uses standard drafting tools, stands, walks, reaches, bends, twists, kneels, crouches and grasps, lifts and carries boxes of records weighing 30 pounds or less. In the field an incumbent may walk on slippery/uneven surfaces and slopes and be exposed to construction materials and dust. An incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

**Fair Labor Standards Act Designation:** Exempt.

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Established August 2019