

**CITY OF ANAHEIM
CLASS SPECIFICATION**

TITLE CODE: E61

CLASSIFICATION: Civil Engineer - Water

DEPARTMENT: Public Utilities – Water Services

CLASS DEFINITION:

Depending upon area of assignment, direct, manage, supervise, plan and coordinate the activities of water capital projects, major maintenance projects, city-wide mapping, water resources and supply, and long term planning within the Public Utilities Department; to coordinate assigned activities with other divisions, outside agencies and the general public; and to provide highly responsible and complex staff assistance to the Assistant General Manager, Water Services, or the Water Field/Operations Manager (or designee).

SUPERVISION RECEIVED AND EXERCISED:

Based upon area of assignment, receives general direction from the Assistant General Manager, Water Services, or the Water Field/Operations Manager (or designee).

Exercise direct supervision over professional and technical water engineering staff.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS: Responsibilities and duties may include, but are not limited to, the following:

When assigned to Water Resources and Planning:

Oversee the long and short term planning, demand forecasting, location of water supply resources and prepare the Five-Year Water System Plan and Five Year Integrated Water Resources Plan. Monitor existing programs and implement new programs, as needed, to remain in compliance with the Best Management Practices of Water Use Efficiency.

When assigned to Water Capital Projects:

Coordinate water engineering, inspection, staffing and operational activities including the planning, design review and construction inspection of capital improvements and major maintenance projects; and/or may supervise the city-wide mapping function.

When assigned to Water Field/Operations:

Assist the Water Field/Operations Manager with managing and overseeing the overall field/operations section. Plan, organize, review, recommend and coordinate capital Improvements for water field with Water Engineering. Manage and oversee asset management activities which include preventive maintenance and equipment replacement. Perform project manager functions for water field projects and contracts.

When assigned to any position:

Participate in the development and implementation of goals, objectives, policies, and priorities for the assigned water facility capital improvement project design and construction; identify resource needs or water resources forecasting and planning needs and the city-wide mapping function; recommend and implement policies and procedures.

Select, train, motivate and evaluate water services personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Direct, coordinate and review the work plan for water facility capital improvement project design, construction administration, city-wide mapping activities, and long and short range water resource planning efforts. Meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.

Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.

Participate in the development and administration of the Water Engineering Division capital improvement or water resources and planning budget; forecast additional funds needed for staffing, equipment, materials and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.

Coordinate water facility design and construction programs and activities with those of other divisions and outside agencies and organizations; provide staff assistance to the Assistant General Manager, Water Services and/or the Water Field/Operations Manager (or designee); prepare and present staff reports and other necessary correspondence.

Ensure the quality and cost effectiveness of contracted water engineering services by developing and reviewing construction contract documents and agreements with consulting engineers; monitor and approve constructions projects.

Conduct special studies of water systems to ensure that existing facilities are rehabilitated in an economical manner; recommend efficient methods for the maintenance and operation of water system facilities.

Ensure adequate project funding by preparing project cost estimates and monitoring annual capital budgets and expenditures.

Perform related duties and responsibilities as required.

JOB RELATED QUALIFICATIONS:

Experience and Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities are as follows:

Experience: Extensive and responsible civil engineering experience to include managing and supervising professional and represented employees.

Knowledge of: Operational characteristics, services and activities of a water system design and construction program; modern and complex principles and practices of water and civil engineering; principles and practices of water treatment and hydraulics; principles of chemistry and bacteriology; principles of engineering economics; principles of municipal budget preparation and control; principles of supervision, training and performance evaluation; pertinent Federal, State and local laws, codes and regulations.

Ability to: Effectively manage, direct and coordinate the work of professional and represented personnel; select, supervise, train, motivate and evaluate staff; plan and design appropriate water capital improvement projects; effectively and accurately interpret and explain water capital improvement project design and administration policies and procedures; prepare clear and concise complex engineering and staff reports; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work including a variety of City and other government officials, community groups, and the general public.

License/Certification Required: Possession of professional registration as a Civil Engineer in the State of California. A Grade 5 Water Treatment and Water Distribution Certification is strongly desirable.

WORKING CONDITIONS:

When assigned to Water Field/Operations:

Environmental Conditions: Exposure to water treatment chemicals, restricted access areas, stress, equipment noise, inclement weather and limited heights.

Physical Conditions: Tour facilities and the water distribution system to assess problems; climb ladders, stand, stoop, kneel and lift up to 25 pounds.

When assigned to all other positions:

Environmental Conditions: Work in an office environment.

Physical Conditions: Standing, sitting, stooping, using hands and arms, and operating a personal computer and using standard office equipment such as telephones, copying machine, fax machine, and printers.

OTHER:

FLSA Designation: Professional Exempt

Unit Designation: Supervisory Management

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

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