Yorba Linda Water District invites applications for the position of:

Senior Engineer

YORBA LINDA WATER DISTRICT

SALARY: $50.43 - $64.56 Hourly

$4,034.40 - $5,164.80 Biweekly

$8,741.20 - $11,190.40 Monthly

$104,894.40 - $134,284.80 Annually

OPENING DATE: 08/16/21

CLOSING DATE: Continuous

DESCRIPTION:

This recruitment may close at any time, applicants are encouraged to apply immediately. First review of applications August 30, 2021.

About Yorba Linda Water District

Yorba Linda Water District (YLWD) is a public agency that is classified as a special district, totally independent of all city and county governments. YLWD provides water service to all residents and businesses within its service area which include most of Yorba Linda and portions of Placentia, Brea, Anaheim and areas of unincorporated Orange County. YLWD is governed by a locally elected Board of Directors. YLWD is dedicated to providing reliable water and sewer services to protect public health and the environment with financial integrity and superior customer service.

The Position

DEFINITION

Under general direction, performs complex professional field and office civil engineering work related to the planning, design, construction and maintenance of District projects and infrastructure, and supervises the processing and approval of land development projects; confers with developers, contractors and representatives of other agencies regarding facility and infrastructure development; manages projects utilizing professional services and construction contracts; provides professional assistance to the Engineering Manager, Principal Engineer and other staff; performs a variety of studies and prepares staff reports; signs drawings, submits reports and performs similar work within state guidelines; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Engineering Manager. Exercises general and direct supervision over assigned professional and technical staff.

CLASS CHARACTERISTICS

This is the professional-level class in the engineering series with supervisory responsibility for private development projects, CIP projects, engineering programs, and Construction Management and Inspection services. Incumbents perform complex professional and technical work in the preparation of plans, specifications, designs, estimates, schedules, reports, and project management activities for construction or maintenance projects. This class is distinguished from Principal Engineer by the latter's capability of performing the most complex engineering work of the division.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

The duties listed below are illustrative only and are not meant to be a complete and exhaustive listing of all of the duties and responsibilities of this classification. Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Designs water and sewer projects utilizing AutoCAD and Civil3D.
- Plans, manages, integrates and evaluates the work of a unit or project team of professional and technical staff and develops, implements and monitors work plans to achieve goals and objectives.
- Contributes to the development of and monitors performance against the annual department budget.
- Assists in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives, priorities and work standards; assists in the development and implementation of engineering standards.
- Plans, manages, assigns, directs, reviews, and evaluates the work of assigned staff and provides for their training and professional development; establishes performance requirements and professional development targets; regularly monitors performance and provides coaching for performance improvement and development; takes disciplinary action to address performance deficiencies.
- Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work environment which supports achieving the department's and the District's mission, strategic plan, objectives and values.
- Participates in District long- and short-range capital improvement and preventive maintenance activities.
- Reviews engineering plans, specifications, design reports, cost estimates and schedules for a variety of construction and maintenance and/or private development projects to ensure compliance with engineering standards and specifications.
- Oversees review, processing, and approval of land development projects and applications, including preparation of engineering conditions of approval, plan checking, preparation of development agreements, computation and collection of fees, and coordination of developer reimbursements.
QUALIFICATIONS:

The level and scope of the knowledge and skills listed below are related to experience, proficiency and complexity of work activities as specified under Class Characteristics.

Knowledge of:
- AutoCAD and Civil 3D for design of water and sewer facilities.
- Principles, practices, procedures, and standards of civil engineering design and construction related to District projects and infrastructure development and maintenance.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation, project management, and supervision of staff, either directly or through subordinate levels of supervision.
- Various municipal and engineering codes, manuals, and standards as well as Federal and State laws and programs related to the areas of work assignments.
- Principles and practices of project management and evaluation, including goal setting and the development of objectives, work planning and organization.
- Principles and practices of project cost estimation and contract administration.
- Basic supervisory principles and practices.
- Safety practices related to the work.
- Effective communication skills.
- Basic budgetary principles and practices.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations and preparing and presenting effective staff reports.
- Principles, theories and practices for effectively representing the District in contacts with governmental agencies, community groups, various business, professional, educational and regulatory organizations and with property owners, developers, contractors and the public.
- Principles, theories and practices for dealing effectively with the public, vendors, contractors and District staff, in person and over the telephone.
- Principles, theories and practices for providing a high level of customer service to public and District staff, in person, and over the telephone.
- Principles, theories and practices of Public Health and safety aspects of water use.

Ability to:
- Design water and sewer facilities using AutoCAD and Civil 3D.
- Supervise, train, motivate, and evaluate the work of staff.
- Make complex engineering computations and check, design and supervise the construction of a wide variety of utility projects.
- Research, design, prepare and evaluate plans and specifications for accuracy and conformance with accepted engineering standards, compliance with appropriate laws, codes, regulations, and community needs.
- Review engineering plans, specifications, designs, cost estimates and schedules for a variety of construction and maintenance projects.
- Manage projects in a public agency setting.
- Conduct complex civil engineering research, evaluate alternatives, make sound recommendations and prepare effective technical staff reports.
- Manage projects and utilize consultants and contractors through Professional Services Agreements and construction contracts, respectively.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations and individuals.
- Direct and review the work of support staff on a project or day-to-day basis.
- Prepare clear and concise reports, correspondence, policies, procedures and other written materials.
- Make effective public presentations and conduct meetings.
- Maintain accurate records and files.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Assist with the District’s commitment to Public Health.
- Respond to natural, manmade, or war-caused emergencies as a Disaster Service Worker as outlined by California Government Code §§3100-3109.

EDUCATION AND EXPERIENCE

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

A Bachelor’s degree in civil engineering or related engineering field. Ten (10) years of professional experience in design and construction and management of civil engineering projects, including three (3) years supervisory experience.

Licenses and Certifications:
- Possession of a valid California Class C driver’s license and satisfactory driving record.
- Possess and maintain a valid license as a Professional Engineer in the State of California.
PHYSICAL DEMANDS
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various District infrastructure, development, field operations and work sites, including the ability to climb ladders and stairs; ability to operate a motor vehicle; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups and over the telephone. This is partially a sedentary office classification; the job also involves field inspection work requiring frequent walking at inspection site areas to monitor performance and to identify problems or hazards; standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS
Employees partially work in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and may occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

SUPPLEMENTAL INFORMATION:
Candidates are required to attach a copy of their diploma/degree to their application. A resume will not be accepted in lieu of a fully completed online application. Submitting an incomplete application or partial information may result in removal of your application from consideration in the examination process. All applications will be reviewed for accuracy, completion, relevant experience, education, training and other job related qualifications. This is a regular, full-time unrepresented position.

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.ylwd.com
1717 E. Miraloma Avenue
Placentia, CA 92870
(714) 701-3035
(714) 701-3034
jsegura@ylwd.com

Senior Engineer Supplemental Questionnaire

* 1. The purpose of the supplemental questions is to derive more specific information about your qualifications for this position. Applicants must clearly demonstrate their qualifying experience on the job application. It is to the candidate's advantage to read each question carefully, clearly answer all questions, and document all job-related education, training and experience as required. Writing "See Resume/Application" may result in your application being rejected. Do you understand the information stated above?
  □ Yes □ No

* 2. Select the valid California Driver's License class that you possess.
  □ Class A
  □ Class B
  □ Class C
  □ N/A

* 3. Please list your education status.
  □ High School Diploma or Equivalent
  □ Some College - Not Currently Enrolled
  □ Some College - Currently Enrolled
  □ Associate's Degree
  □ Bachelor's Degree
  □ Master's Degree
  □ Doctorate Degree
  □ I do not have a high school diploma or equivalent.

* 4. If you answered Bachelor's Degree or higher for your level of education, please enter your major(s) here. If you do not have an Bachelor's Degree or higher, please indicate N/A.

* 5. Are you registered with the State of California as a Professional Engineer (PE)?
  □ Yes □ No

* 6. Are you registered as a Professional Engineer (PE) in a state other than California? if yes, please indicate the state(s) here. If no, please indicate N/A.
* 7. Please describe your work experience in a government setting? If no experience, please indicate N/A.

* 8. Which of the following best describes your level of experience in increasingly responsible engineering, project and construction management?

- No Experience
- <5 Years
- 5-7 years
- 7-10 years
- 10-13 years
- 13-15 years
- 15 years

* 9. Based on your answer to Question 8, please describe how you gained this experience and provide examples of the types of projects you completed. If you do not have this experience, please indicate N/A.

* 10. Which of the following best describes your level of proficiency with AutoCAD?

- No Experience
- Beginner
- Intermediate
- Advanced

* 11. Which of the following best describes your level of proficiency with Civil 3D?

- No Experience
- Beginner
- Intermediate
- Advanced

* 12. Describe your experience with preparing engineering design plans, schedules, specifications and cost estimates for construction documents. Please provide water and wastewater project descriptions that you personally completed and the software(s) you utilized. Also, include any relevant experience with reviewing plans prepared by others.

* 13. Which of the following best describes your level of experience in staff supervision and development of professional engineering employees?

- No experience
- < 1 year
- 1-3 years
- 3-5 years
- 5-7 years
- 7-10 years
- 10+ years

* 14. Based on your answer to Question 13, please describe how you gained this experience and provide examples of how you helped to develop professional employees. If you do not have this experience, please enter N/A.

* 15. Please describe your level of proficiency with Innovyze InfoWater or other hydraulic modeling software? Please provide software brand name, state your level of expertise (i.e. Beginner, Intermediate, Expert), and describe your experience.

* 16. Can you respond to after-hours emergencies as necessary?

- Yes
- No

* 17. Individuals selected for the position will serve a 12 month original/6 month promotional probationary period. Individuals serving a probation period may be terminated at any time without right of appeal or hearing. Are you able and willing to abide by these requirements?

- Yes
- No

* Required Question