

**Goleta Sanitary District  
Job Description**

**Job Title:** Senior Project Engineer  
**Department:** Administration  
**Reports To:** District General Manager  
**FLSA Status:** Exempt

**SUMMARY**

Under direction from the General Manager, the Senior Project Engineer performs a wide variety of tasks associated with the planning, design, and construction of the District's wastewater collection system, treatment plant and recycled water facilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon business need and changing business practices:

1. Assists with contract administration by working with consultants and multi-disciplinary teams; monitoring and providing updates on multiple projects; checking, reviewing, and providing comments on engineering designs, reports, plans, specifications, and cost estimates; coordinating consultants interactions with permitting agencies and special districts; and preparing consultant and vendor contracts and agreements.
2. Manages minor Capital Improvement Plan (CIP) projects and coordinates major CIP projects by preparing project budgets and schedules, prepares and/or reviews design plans and specifications, cost estimates, and schedules; collaborates with District staff; and coordinates with permitting agencies and stakeholder groups.
3. Reviews development plans, ensuring consistency with District standards as well as federal, state and local standards; assists with the issuance of connection permits and the inspection of improvements to the District's facilities.
4. Manages construction projects by assisting in the preparation of Requests for Proposals and Qualifications forms; consultant/contractor selection process, monitoring outside consultant's construction management documents; reviewing daily field reports; overseeing budgets, schedules, and change orders; and scheduling contractors.
5. Monitors outside funding sources by researching funding opportunities and deadlines; assisting in the preparation and submission of applications; maintaining accurate records of grant and funding source schedules, deadlines, and special requirements; and coordinating with local government agencies and other various organizations.
6. Assists in the acquisition of grant funding by researching available grants and preparing grant applications. Monitors and administers grant funds by maintaining

appropriate records to ensure compliance with grant requirements.

7. Prepares technical and staff reports; coordinates updates to the District's long-range CIP Master Plan; researches and analyzes data and written material; prepares initial technical reports; collaborates with internal department staff in long-term planning and master plan preparation.

**Qualifications:**

The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

- Principles and practices of Civil Engineering.
- Federal, State and Local laws, codes, and regulations related to construction of public works projects.
- Principles and practices of project management.
- Methods, material and techniques used in the design and construction of public works projects.
- Principles of budget preparation and administration in a public agency.
- State and Federal Grant funding procedures; preparation of grant application and reimbursement requests.
- CEQA and NEPA regulatory permitting processes associated with the design and construction of public works projects.
- Computer use, including word processing, data base management, spreadsheets, graphics, GIS and computer aided drafting.
- Principles of cost estimating and contract administration.

**Ability to:**

- Review plans, specifications, agreements, and contracts accurately.
- Understand and interpret engineering construction plans, specifications and other contract documents.
- Review and analyze comprehensive engineering studies and prepare reports with appropriate recommendations.
- Ensure project compliance with Federal, State and local rules, laws and regulations.
- Prepare and monitor project budgets.
- Communicate effectively both verbally and in writing; understand and carry out verbal and written instructions.
- Operate and utilize computers; type and input data into computer terminal utilizing programs for word processing, data base management, spreadsheets, graphics, computer aided drafting and GIS applications.
- Operate a vehicle observing legal and defensive driving practices.
- Establish and maintain effective relationships with District employees, regulatory agencies, stakeholders, contractors and the public.
- Take responsibility and use good judgment in exercising scope of authority.

**EDUCATION AND EXPERIENCE**

Equivalent to a bachelor's degree from an accredited college or university with major course work in civil engineering, or a related field. Minimum of four years of professional and technical engineering experience in the design and construction of public works projects, or other combination of similar level of education and experience.

#### **CERTIFICATION, LICENSES AND REGISTRATIONS:**

Possession of California Professional Engineer (PE) License or Engineer In Training Certificate with ability to obtain PE license within 18 months of hire date. Possession of a California driver's license and ability to be insured for the operation of a vehicle/District vehicle in accordance with the terms and conditions of the District's insurance program are conditions of continuing employment.

#### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from District employees and members of the District's Board, community organizations, other government agencies and the general public.

#### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions in mathematical or diagram form and deal with multiple abstract and concrete variables.

#### **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 stand, talk and hear. The employee frequently is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral 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.

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; strength to lift and carry office materials weighing up to 20 pounds; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone.