



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## PRINCIPAL ENGINEER (Engineering Project Manager)

<b>Group-Section:</b> Engineering Services Group – Program Management Section	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> MAPA	<b>Salary Grade:</b> 064 <b>Job #:</b> 115
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### JOB SUMMARY

Responsible for project management of multi-year Capital Improvement Projects involving the highest level of technical complexity, numerous contacts with high-level managers and officials both inside and outside of Metropolitan, and are of high visibility to Metropolitan in the area of its core business initiatives. Employees generally have broad authority within established parameters to make major project decisions but may refer the most difficult or sensitive issues to a superior for final authority.

A project is an endeavor that has a fixed start and end date although the length is typically several years. A project may have a specific project budget or financial scope and impact, milestones to track status, and completion and there are multiple steps required for completion. Some projects, such as operation of the State Water Project are continuous. A project normally involves an internal team from multiple disciplines and external parties and involves negotiation and consensus building as part of the planning and development process.

### OVERSIGHT

**Supervision Received:** Receives direction from the Team, Unit, Section, or Group Manager.

**Supervision Given:** May exercise technical and/or functional direction over assigned staff.

### JOB DUTIES

1. Assigns work to project staff, monitors productivity, and assists staff with most complex tasks and problem resolution; provides input to team, unit, or section managers regarding technical competency of employees; and assists team, unit, or section manager with development of employee annual reviews and developmental plans.
2. Coaches, trains, and mentors employees on technical issues.
3. Assists team, unit, or section manager to set priorities and work schedules and coordinates work of the project with other units, sections, or groups within Metropolitan.
4. Determines project needs and resources to assure successful completion; prepares staffing and budget recommendations to team, unit, or section manager; administers project budgets; and estimates financial scope and impact of projects.
5. Develops, implements, administers, and reports on work plans; and monitors work progress of external agencies.

6. With minimal instruction or oversight, serves as a project or program manager; establishes, monitors, and manages schedules of program and projects; prepares scopes of work, administers, monitors, and manages professional agreements; prepares project management plans, preliminary design reports, and other technical documents and correspondence; reports program status to management and prepares board reports and presentations; conducts or provides input in the conceptual and planning phases; and monitors and periodically reviews and inspects design and construction to ensure program purpose and scope are being fulfilled.
7. Represents Metropolitan before public agencies, regulatory bodies, special interest groups, and the general public; solicits and evaluates input; and presents Metropolitan's position and makes presentations to the Board.
8. Negotiates terms of agreements under authority granted by Metropolitan; develops options; analyzes proposals and alternatives; and drafts language, policies, and agreements.
9. Performs other related duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Bachelor's degree from an accredited college or university and ten years of increasingly responsible experience, of which two years must have been at the Senior Engineer level.

**Required Knowledge of:** Principles of engineering design; project management; budgetary concepts and procedures in public works construction practices; safety regulations; relevant federal, state, and local laws; contract administration; value engineering; Metropolitan's operating policies and procedures; and Metropolitan's accounting systems.

**Required Skills and Abilities to:** Resolve complex engineering problems; plan and organize the work of a project team; negotiate project or contract changes; encourage and facilitate cooperation; gain consensus from different units within the organization; exercise judgment and discretion; communicate orally and in writing on administrative and technical topics; represent Metropolitan to public agencies, regulatory bodies, special interest groups, and members of the public; resolve conflict regarding budgeting, scheduling, funding, and procurement requirements; and establish and maintain effective working relationships with co-workers, other agencies, regulatory agencies, and the public.

## **CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS**

### **Certificates**

- None

### **Licenses**

- Valid California Class C Driver License
- License in good standing as a California Professional Engineer

Job Title: Principal Engineer (Engineering Project Manager)

Job Code: 115

Adopted: 04/27/05

Revised: 04/01/12

Supersedes: 04/27/05

Page: 2

**Registrations**

- None

**DESIRABLE QUALIFICATIONS**

None

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered 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.

**Physical Demands:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

**Work Environment:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated. May travel to various sites requiring overnight stay.

**Vision Requirements:** No special vision requirements