



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## SENIOR ENGINEER (Engineering Project Manager)

<b>Group-Section:</b> Engineering Services Group - Engineering Services Section	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> MAPA	<b>Salary Grade:</b> 060 <b>Job #:</b> 114
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### JOB SUMMARY

Responsible for project and/or program management of multiple or multi-year Capital Improvement Projects of large or above-average complexity, involve some contact outside of Metropolitan, and are of moderate to high visibility and sensitivity to Metropolitan in the area of its core business initiatives. Is responsible for identification of major project decisions to be brought to senior management's attention.

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 functional direction over assigned staff. May provide project-related review, as requested by the functional manager. May exercise technical and/or functional direction over assigned staff.

### JOB DUTIES

1. Works directly with the Design and Construction Manager providing management and direction for the day to day direction of the project.
2. Oversees the performance of detailed studies, evaluations, assessments, and/or designs within discipline area.
3. Leads the development and monitoring of budgets and schedules; reviews and evaluates proposed agreements; develops and reviews project plans, project management reports, board letters, and presentation; reviews projects for optimization and value engineering opportunities; and oversees technical studies prepared by consultants.
4. Provides member agency support; provides technical expertise and prepares technical reports; analyzes and reviews reports; conducts feasibility studies; and makes recommendations.
5. Plans, schedules, and coordinates work activities; and provides technical guidance and training for work activities.

6. Coaches and mentors employees on technical issues and project management issues.
7. Coordinates work on project, monitors productivity, and assists staff with complex tasks and problem resolution; and may provide input to the Team Manager for evaluation of employees under technical or functional direction.
8. With minimal oversight serves as a project manager; establishes, monitors, and manages budgets and schedules of program and projects; prepares scope of work, administers, monitors, and manages professional agreements; prepares project management plans, preliminary design reports, and other technical documents and correspondence; prepares documentation for purposes of obtaining project funding, 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.
9. Represents Metropolitan before public agencies, regulatory bodies, special interest groups, and the general public; solicits and evaluates input; and presents Metropolitan's position.
10. Manages professional services and consultants; prepares scope of work in Requests for Proposal; evaluates and selects consultants for professional services; prepares and negotiates agreement with consultants; administers and tracks consultant performance; and audits work for compliance and approves contracted work.
11. Performs special assignments; meets and works with external regulatory agencies; works with external affairs on community relation issues; reviews and comments on planning environmental documents; and works with the General Counsel on issues related to project claims.
12. Makes presentations to Metropolitan Board of Directors, senior and executive management, and outside agencies.
13. Performs other related duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

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

**Required knowledge of:** Project development, management, and administration; budgetary concepts and procedures; Metropolitan policies and procedures and administrative practices; federal, state, and local laws related to assigned area or responsibility; value engineering; and Metropolitan facilities.

**Required Skills and Abilities to:** Read, analyze, and interpret common technical documents, regulatory documents, financial reports, and some legal documents. Respond to common or project inquiries. 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; negotiate contractual issues; identify, evaluate, prioritize, and strategize project risks; evaluate ramifications of decisions, act decisively, 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; evaluate financial data for proper funding expenditure; establish and maintain effective working relationships with co-workers, other agencies, regulatory agencies, and the public; good communicator to different organizational levels and people skillsets; subtly persuasive; and able to translate technical issues into lay terms. Respond to common complaints from customers, regulatory agencies, or members of the business community. Write speeches and articles for publication. Effectively present information to top management, public groups, and/or Board of Directors; and be board politically aware.

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

### **Certificates**

- None

### **Licenses**

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

### **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.

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**Vision Requirements:** No special vision requirements