



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

PRINCIPAL DESIGNER

Group-Section: Engineering Services Group	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 48 Job #: XA15
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JOB SUMMARY

This is the specialized advanced journey level position performing Principal Designer job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are recognized as technical experts in the development and interpretation of guidelines. The work includes varied duties requiring many different and unrelated processes and methods applied to a broad range of activities or substantial depth of analysis. Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, or interpretation and evaluation processes resulting from such elements as continuing changes in program, technological developments, unknown phenomena, or conflicting requirements. The work requires originating new techniques, establishing criteria, or developing new information. The work involves isolating and defining unknown conditions, resolving critical problems, or developing new theories. The work product or service may affect activities, or the operation of other organizations.

OVERSIGHT

Supervision Received: The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. The employee has responsibility for planning, designing, and carrying out programs, projects, studies, or other work independently. Results of the work are considered as technically authoritative and are normally accepted without significant change. If the work should be reviewed, the review concerns such matters as fulfillment of program objectives, effect of advice and influence on the overall program, or the contribution to the advancement of technology. Recommendations for new projects and alteration of objectives are usually evaluated for such considerations as availability of funds and other resources, broad program goals, or priorities.

Supervision Given: Acts as a lead. Coordinates and reviews work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

JOB DUTIES

1. Provides technical expertise, review and approval for specialized fields of work; reviews work within area of responsibility for effectiveness, thoroughness, and adherence to design standards and codes.
2. Reviews and approves facility site or project plans.
3. Assists with preparation of project budget estimates and schedules for design work.
4. Provides Engineering design drawing quality assurance and quality control review.
5. Develops and implements Engineering design drawing standards.

6. Acts as Project Manager; plans, coordinates, and conducts projects within area of responsibility, including monitoring scope, quality, budget, and schedule.
7. Performs other related Designer job duties as required.

Required Knowledge of: Design drawing practices, procedures, and standards in area of responsibility; mathematics including algebra, geometry and trigonometry; facility design and layout; applicable codes and regulations; construction and fabrication practices; estimating; quality assurance and quality control practices; computer aided drafting software; project management; and current office technology and equipment.

Required Skills and Abilities to: Perform calculations; research; manage projects; analyze and interpret data; interpersonal skills; use computer aided drafting software; prepare and deliver presentations; prepare technical reports and correspondence; use independent judgment and exercise discretion; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; lead and train; and operate current office equipment including computers and supporting applications.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: High school diploma or general education development test (GED) and eight years of increasingly responsible, relevant experience; or seven years of relevant experience and twelve quarter units or eight semester units from an accredited college, university, or vocational school.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

Certificates

- None

Licenses

- Valid California Class C Driver License that allows you to drive in the course of your employment

Registrations

- None

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

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 job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

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.

Job Title: Principal Designer

Job Code: XA15

Adopted: 03/11/13

Revised:

Supersedes:

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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.

Vision Requirements: No special vision requirements.