



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

SENIOR DESIGNER

Group-Section: Engineering Services Group	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 43 Job #: XA14
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JOB SUMMARY

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

DISTINGUISHING CHARACTERISTICS

Positions at this level are recognized as technical specialist using initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies. Decisions regarding what needs to be done includes interpreting data, planning of the work, or refining the methods and techniques to be used. The work involves formulating projects; assessing program effectiveness; or analyzing variety of unusual conditions, problems, or questions. The work product or service may affect activities, or the operation of other organizations.

OVERSIGHT

Supervision Received: The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects, and work to be done. At this level, the employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment; resolving most of the conflicts that arise; coordinating the work with others as necessary; and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

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. Leads and reviews design work to ensures conformance with codes and standards.
2. Leads and reviews presentation, detailing, and organization of drawings.
3. Leads and performs project facility site planning.
4. Leads, gathers, and compiles cost and schedule data from multiple disciplines for project budget and schedule; recommends project design resources.
5. Leads and provides project quality assurance and quality control review for conformance with drawing design standards.
6. Leads, prepares, and updates drawing design standards.

7. Leads and conducts research, data collection, and presents technical data and findings.
8. Acts as Project Manager; plans, coordinates, and conducts projects with area of responsibility including monitoring scope, quality, budget and schedule.
9. Performs other related Designer job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

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

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; organize and prioritize work; 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.

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.

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.