



Position:	Principal Engineer	Pay Range:	\$118,084 to \$150,718
Classification Status:	Exempt	(6 steps)	
Position Status	Full-Time	Reports to:	Assistant General Manager
Approved:	December 19, 2014	Supervises:	Senior Engineer

DEFINITION: The Principal Engineer is responsible for engineering, planning, design, construction, inspection and evaluation of District facilities and related equipment; exercises direct supervision of District engineering and technical support staff and related contractual services; making presentations to the District Board of Directors and other agencies; and perform a variety of professional tasks relative to the assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS: Executive level management position for the organization by providing direction of the District’s engineering, planning, permitting, hazardous materials control, and operations, site-facilities, and development. The Principal Engineer reports to and receives direction from the Assistant General Manager and performs a full range of engineering and project management duties as assigned.

ESSENTIAL FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to the following characteristics, duties, responsibilities, knowledge, and skills.

EXAMPLE OF DUTIES: Duties may include, *but are not limited to*, the following:

1. Perform a variety of professional engineering duties in the planning, design development, construction of District Facilities and evaluating the effectiveness of District programs, procedures and services relating to maintenance and operations including: planning, design, landfill development, maintenance operations of landfill gas monitoring and collection, leachate collection and extraction systems and groundwater monitoring wells and systems, capital improvements, and traffic.
2. Perform professional management work for capital and operating projects and analyze strategic issues within the boundaries of the District policies.
3. Responsible for preparation of long-term Capital Outlay Plan for capital equipment, machinery and facilities as part of the annual budget preparation process.
4. Perform and review engineering calculations, prepare cost estimates and manage budgets for contract construction projects.
5. Coordinate regulatory, environmental and/or construction permit requirements with District staff and outside agencies.
6. Assist in administration of consultant and professional service contracts.
7. Develop and maintain various databases and computer files and use engineering software or develop programs to solve specific engineering questions.
8. Prepare and present project status reports to the Board of Directors, management staff, other District staff, outside agencies and the public.
9. Respond to public inquiries in a courteous manner.
10. Prepare a variety of project and administrative reports and correspondence.
11. Perform related duties and responsibilities as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Civil engineering principles and practices as applied to the field of solid and hazardous waste management, including the planning, development, design, maintenance, construction, and operation of solid waste management landfill, and related waste processing and public works facilities.
- Technical, legal, financial, and public relations problems related to the conduct of a solid waste management engineering program.
- Permitting requirements and processes for solid waste processing and landfill operations.
- Methods of preparing and administering designs, plans, specifications, estimates, and recommendations related to solid waste management, landfill, construction and related public works facilities including recycling and waste processing.
- Applicable County, State, and Federal laws, codes, and ordinances related to the design, construction, and operation of solid waste management and landfill and processing facilities.
- Methods, materials, tools, and equipment used in the repair and maintenance of solid waste management, landfill, and related solid waste processing and public works systems.
- Budget development and expenditure control.
- Research and evaluation methodologies.
- Project Management
- Sound customer service practices and procedures.
- Safety laws, programs, and requirements related to District operations.
- California Environmental Quality Act (CEQA).

Skills:

- Microsoft Office Suite including: Word, Excel, Office, PowerPoint.
- Modern office procedures, methods, and equipment including filing and recordkeeping.
- Proper use of the English language, including grammar, spelling, and punctuation.

Ability to:

- Lead or take substantive part in management discussions with staff and/or outside agencies in the development of programs, procedures, or policy.
- Supervise subordinates in a qualitative and quantitative manner including: hiring, training, evaluation, managing conflicts and team building.
- Comprehend and carry out oral and written directives.
- Interpret and apply District policies.
- Direct District permitting and operations compliance functions with regulatory agencies.
- Provide advice and consultation on engineering problems and requirements.
- Prepare comprehensive technical reports.
- Apply civil engineering principles to a variety of construction, maintenance, operations, and facility improvement problems.
- Collect and analyze data on a variety of technical, analytical, and administrative topics.
- Communicate effectively in writing and during public presentations.
- Manage multiple priorities.
- Effectively represent District policies, programs, and services with employees, contractors, representatives of other agencies, and the public.
- Establish and maintain cooperative working relationships including ability to interact tactfully and courteously with others.
- Become proficient in the Mission of the District including interpretation of policies, rules and regulations.

Other Core Competencies:

- **Professional Attitude** - Behave with honesty, integrity, composure and a duty of care with all stakeholders showing fairness and impartiality when required and use good judgment in exercising scope of authority.
- **Leadership** - Establish a strategic objective and drive it forward with conviction.
- **Initiative** – challenge all problems with a best practice
- **Assertiveness** - Take control of projects and establish clear and unambiguous parameters to meet milestones and deliverables.
- **Adaptability** - Adopt a readiness for change, respond positively and understand the principles of change, educate the team that change may involve pre-change, transition and post change.

TRAINING AND EXPERIENCE:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Ten to fifteen (10-15) years of varied and responsible professional engineering work experience in the development, design, maintenance, operation and construction of public works and/or solid waste management and landfill and processing facilities, including some experience in working with compliance and regulatory agencies in addition to possessing an engineering degree.

REQUIRED LICENSES OR CERTIFICATES - Possession of a current California Driver's License issued by the State Department of Motor Vehicles. Continued possession of a valid California Driver's license and compliance with established District vehicle operation standards, including on-going insurability to drive District vehicles, are conditions of employment.

Possession of valid and current registration as a Professional Engineer (Civil or Environmental preferred) issued by the California Board of Registration for Professional Engineers and Land Surveyors required.

PHYSICAL AND SENSORY REQUIREMENTS - The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands - While performing the duties of this class, employees are regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Frequently stand and walk; sit for extended periods; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and fax machines. May be required to attend meetings after normal business hours. This position requires field work and interacts with the public.

Mental Demands - While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex policy and operational problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with Board members, all levels of District management, other elected and appointed governmental officials, consultants, contractors, developers, vendors, employees, media representatives and the public.

Work Environment - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class including exposure to outdoor conditions.

ACKNOWLEDGEMENT

I verify that I have received a copy of the job description and I understand the requirements of this position.

Employee Signature

Date

Employee Name – Please Print