

**SOUTH COUNTY REGIONAL WASTEWATER AUTHORITY
AND CITY OF GILROY
COMMUNITY DEVELOPMENT DEPARTMENT
ENGINEERING DIVISION
SENIOR ENVIRONMENTAL ENGINEER**

GENERAL DUTIES: The Senior Environmental Engineer is an employee of the City of Gilroy under the direct supervision of the City Engineer. The Senior Environmental Engineer is assigned to the South County Regional Wastewater Authority (SCRWA) to perform difficult professional sanitary engineering work in the field and office, including participating in planning, coordinating and directing the design, investigation, development and construction of a wide variety of waste water treatment and disposal projects. Assignments are general and of a continuing nature, requiring the exercise of independent judgement and initiative. Incumbent is expected to act semi-autonomously while performing the most complex professional engineering work requiring a substantial level of professional training and experience. Incumbent will need excellent presentation skills, and will need to work effectively with the SCRWA Board Members, staff from the cities of Gilroy and Morgan Hill, Santa Clara Valley Water District, the Regional Water Quality Control Board staff, intra- and inter-agency committee members, SCRWA legal counsel, and the general public.

GENERAL REQUIREMENTS:

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the SCRWA and the City of Gilroy, in accordance with City of Gilroy policy.

Attendance - Follows SCRWA and City of Gilroy policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given, and completes all assigned duties. Follows the policies, rules, and regulations of the SCRWA and City of Gilroy.

Safety - Follows the Safety and Health Handbook of the City of Gilroy, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others. Treats all employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the SCRWA and the City of Gilroy, that will lead to fewer complaints and claims against SCRWA and the City of Gilroy. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Under general direction, perform a variety of professional sanitary engineering assignments, directing the work of consultants and contractors in the preparation of plans, specifications, studies and reports. May perform complex engineering design and related work, and may act as the resident engineer during construction of SCRWA capital improvement projects or oversee consultant's resident engineer. Direct/oversee consultants and contractors in construction activities and inspection to ensure construction projects are in compliance with plans, specifications, and State and local standards.
2. Provide technical assistance to consulting engineers and the plant contract operator. Participate on interview boards to select engineering consultants for general or specific works tasks. Monitor and analyze treatment plant performance and work with the plant contract operator to develop and implement operating strategies to ensure continuous compliance with Regional Water Quality Control Board requirements while recognizing that the contract operator has the ultimate responsibility for operating the plant and meeting discharge requirements. Review operational reports prepared by the contract operator and evaluate plant performance. Prepare performance evaluations of the contract operator and engineering consultants.
3. Assist in developing the annual Authority Capital Improvement Budget, Quarterly Reports, and Goals and Objectives. Administer/manage and conduct all types of engineering studies requiring the gathering and analysis of data and preparation of comprehensive reports, including, but not limited to the Annual Operation Plan and Hydraulic Balance, and the Annual Treatment and Disposal Capacity Analysis. Administer/manage and conduct research projects, field studies and office studies of wastewater treatment and disposal processes, methods and facilities for possible changes in treatment to ensure effective economic operation of the plant and regulatory permit issues.
4. Maintain good public relations, receiving and answering public requests and concerns. Represent the Authority involving inter-City, inter-departmental and inter-agency cooperation.
5. Participate in related training programs and remain knowledgeable about developments in wastewater treatment techniques and processes, as well as changes in regulations and discharge standards.
6. Administer the City of Gilroy Storm Water Management Plan, and manage the City of Gilroy water and sewer allocation data system.
7. Perform related work as requested.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SENIOR ENVIRONMENTAL ENGINEER

SKILLS:

1. Excellent interpersonal skills.
2. Customer service techniques.
3. Excellent computer skills.

KNOWLEDGE: Knowledge of:

1. Municipal budget preparation, grant and program funding applications.
2. Program and Project level supervisory principles and practices, including planning, design, and construction of projects.
3. Principles and practices of contract administration in a public agency.
4. Fundamentals of physical, biological, and chemical wastewater treatment processes.
5. Economic and practical aspects of sanitary engineering problems involved in wastewater treatment and disposal.
6. Current technological developments in sanitary engineering.
7. State and local laws and regulations applicable to wastewater treatment and disposal.
8. Maintenance practices applicable to a major wastewater treatment facility.
9. Engineering principles and practices as applied to the collection, treatment and disposal of treated wastewater.
10. Design and construction practices related to wastewater treatment facilities.
11. Budgeting and scheduling principles, practices and techniques.
12. Computer applications, including word processing, data base management and engineering applications.

ABILITIES: Ability to:

1. To work effectively with SCRWA Staff, Board Members, and staff members, from the City of Gilroy and the City of Morgan Hill.
2. Manage the work of others, set project level goals and objectives, plan, assign, direct work and provide technical support and review.

3. Establish and maintain effective working relationships with supervisors, co-workers, representatives of other agencies, contractors and the general public, using customer service techniques.
4. Express ideas effectively in comprehensive written and oral presentations.
5. Prioritize work load of self and others and exercise sound judgment within established procedural guidelines.
6. Make difficult engineering computations quickly and accurately, applying engineering principles, computer programs and mathematical tables to the solution of engineering problems.
7. Establish project designs and specifications for solutions to problems.
8. Interpret engineering plans, specifications and contract documents.
9. Determine cost estimates.
10. Apply customer service techniques effectively.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. Laserjet printer or ink jet printer
3. Telephone or cellphone
4. Copier
5. Calculator
6. Plan-copying machine
7. Facsimile machine
8. Lettering machine
9. Microfiche reader
10. Binding machine
11. Two-way radio
12. Polaroid or digital camera
13. Paper shredder
14. Paper cutter
15. Plans, maps and blueprints
16. Surveying instruments
17. Drafting equipment
18. Engineering tools and equipment
19. Presentation equipment, microphones, easels, overhead projectors, etc.
20. Specialized computer software

21. Automobile
22. Other related equipment

PHYSICAL DEMANDS:

When working in the office or in the field, employee will perform the following physical activities including the handling of survey, drafting and engineering equipment, two-way radios, blueprints, plans, files, books, binders and boxes of work-related material.

1. Sitting, for prolonged periods of time when working at a computer or attending meetings or seminars.
2. Walking, during site visits, inspections and enforcement activities in the field.
3. Standing, for prolonged periods of time while working in the field, during Council meetings or at other public presentations.
4. Kneeling, when performing survey work or during site visits, inspections or enforcement activities.
5. Bending/stooping, when performing survey work or during site visits, inspections or enforcement activities.
6. Twisting, when performing survey work, during site visits, inspections or enforcements.
7. Reaching, when performing survey work, during site visits, inspections or enforcement activities.
8. Carrying
7. Pushing/pulling
8. Lifting up to 25 lbs.
9. Driving
10. Speed, in meeting deadlines and in using office equipment.

SENSORY DEMANDS:

Under typical office and field conditions, employee utilizes these senses when using a computer, typewriter, telephone, fax machine, copier, adding machine, paper shredder, paper cutter, camera, microphone, overhead projector, easel, survey, drafting, or engineering equipment, automobile, etc.:

1. Seeing, color vision necessary when reading plans, maps and other drawings.
2. Speaking
3. Hearing
4. Touching
5. Smelling

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, over 90% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood, etc.
3. Noise Level: Conducive to office settings with phones, copiers, faxes, or typewriters.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal, indoor levels associated with dust and odors from paper, blueprints, ink pens, plan copier, copy machines, or other office-related equipment.

Field Conditions:

1. Outdoors: Typical field conditions during site visits, inspections and enforcement activities, less than 5% of the time.
2. Travel: Under varying conditions via automobile or plane, less than 5% of the time.
3. Flooring: Asphalt, grass, dirt, wood, tile, linoleum, carpeting, uneven surfaces, etc.
4. Noise Level: Varying low to high equipment noise may occur during site visits or inspections.
5. Lighting: Normal outdoor conditions, with exposure to extreme weather conditions.
6. Ventilation: Heating and air conditioning provide by a vehicle or plane.
7. Dust or Fumes: Normal to high outdoor levels associated with dust, pollen, vehicle exhaust, and construction, inspection and enforcement activities.

HAZARDS:

During a site visit, inspection, or enforcement activity, there may be a higher risk of exposure to mechanical or electrical hazards due to the nature of construction sites or businesses that manufacture or process various materials. In addition, there is some exposure to mechanical hazards when utilizing a vehicle.

Under typical office conditions, mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, typewriter, printer, copier, overhead projector, microphone, easel, adding machine, fax machine, paper shredder, paper cutter, etc.

ATMOSPHERIC CONDITIONS:

Minimal to low exposure to fumes occurs in the field when visiting or inspecting construction sites or businesses. There is minimal exposure to fumes in a typical office environment which may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. Graduation from an accredited college or university with a Bachelors degree in Civil, Sanitary or Environmental Engineering.
2. Five years of progressively responsible sanitary or environmental engineering experience in related work. One year of management and supervision of professional engineering staff is desirable. Possession of a Masters Degree in Civil, Sanitary, or Environmental Engineering is considered equivalent to one (1) year of engineering experience.
3. Registration as a Professional Engineer issued by the Sate of California. If an applicant possesses all of the minimum qualifications, except registration as a Civil Engineer in the State of California, the applicant may be allowed up to one (1) year to obtain registration as a condition of employment.
4. Willing to continue education and training, expand skills, attend seminars, workshops, and individual study.
5. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
6. Pass a post-offer medical examination, which includes a drug test.
7. Pass a Department of Justice criminal record check for employment.
8. Prefer non-tobacco user.