



# Monterey Regional Waste Management District

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## *Job Description*

<b>Position:</b>	Senior Engineer	<b>Created:</b>	
<b>FLSA Status:</b>	Exempt		
<b>Position Status</b>	Full-Time	<b>Adopted:</b>	
<b>Reports to:</b>	Assistant General Manager	<b>Revised:</b>	August, 2014

### **DEFINITION:**

Under general direction, to provide technical expertise and perform professional engineering work related to District operations and site improvement projects; to coordinate permitting and operations compliance with regulatory agencies; to provide support and consultation for environmental monitoring, safety, and risk management programs; and to perform other job related duties as required.

### **DISTINGUISHING CHARACTERISTICS:**

This is a professional registered engineering classification which performs a variety of professional technical engineering work/support for the landfill operations and development and is the primary liaison with regulatory agencies. The incumbent in this position provides support for the District Engineer/Assistant General Manager.

**CLASSIFICATIONS DIRECTLY SUPERVISED:** None

### **ESSENTIAL FUNCTIONS:**

Performs professional engineering analysis and design in the development and improvement of District facilities; reviews the work of District engineering consultants; assists with the preparation and performs staff work in the preparation of requests for proposals for engineering, maintenance, and construction services; provides contract administration as delegated; prepares technical reports/permit applications and coordinates permitting functions with regulatory agencies for District operations for new revision of existing State and Local permits for site facilities/operations; oversees site environmental monitoring program and prepares monitoring reports for permitting agencies; serves as chairperson for the District Safety Committee; directs safety self-inspection and training programs; oversees implementation of injury and illness prevention programs; evaluates personal protective equipment; develops and implements Employee Safety Incentive Awards Program; prepares specifications and bid packages for equipment acquisition; evaluates bid responses and recommends award of equipment acquisition contracts; directs and reviews the work of engineering consultants for major projects; assists with the preparation and administration of operating and capital outlay budgets; evaluates cost effectiveness of operations/expenditures and recommends appropriate actions; assists in long-range planning and financial modeling; develops and implements the Stormwater Pollution Prevention Plan; conducts dry/wet season site inspections and monitoring program; oversees development and implementation of master plan for landfill development, landfill closures and post closure maintenance plan, alternative cover assessment project, waster acceptance criteria, domestic water supply permitting and monitoring; prepare staff reports and other correspondence, and standard safety procedures; prepares and administers land lease agreements; develops and maintains landfill operating records; serves on and provides support for special task forces; performs a variety of assignments as delegated by the District Engineer/Assistant General Manager.

### **MINIMUM QUALIFICATIONS AND RESPONSIBILITIES:**



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## **Knowledge of:**

- Civil engineering principles and practices as applied to the field of solid waste management, including the planning, development, design, maintenance, construction, and operation of solid waste management, landfill, and related public works facilities.
- Technical, legal, financial, and public relations problems related to the conduct of a solid waste management district engineering program.
- Permitting requirements and processes for solid waste and landfill operations.
- Methods of preparing and administering designs, plans, specifications, estimates, and recommendations related to solid waste management, landfill, and related public works facilities.
- Applicable County, State, and Federal laws, codes, and ordinances related to the design, construction, and operation of solid waste management and landfill facilities.
- Methods, materials, tools, and equipment used in the repair and maintenance of solid waste management, landfill, and related public works systems.
- Budget development and expenditure control.
- Research and evaluation methodologies.
- Sound customer service practices and procedures.
- Safety laws, programs, and requirements related to District operations.
- Proficiency in MS Office.
- Willingness to participate in a team-oriented environment.
- Excellent verbal and written communication skills.

## **EDUCATION, TRAINING AND EXPERIENCE:**

- Bachelor's Degree in Civil Engineering or related field.
- Any combination of training and experience that would provide the required competencies and skillset to fulfill the minimum qualifications for the role. A typical way to obtain the required knowledge and abilities would be: Three (3) 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 facilities, including some experience in working with compliance and regulatory agencies.

## **REQUIRED LICENSES AND CERTIFICATIONS:**

- Possession of a valid and current 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, issued by the California Board of Registration for Professional Engineers and Land Surveyors.

## **SPECIAL REQUIREMENTS:**

- Effectively represent District policies, programs, and services with employees, contractors, representatives of other agencies, and the public.
- Establish and maintain cooperative working relationships.



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## 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 including keyboard; 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. Lifting boxes such as recruitment files, applications or other forms weighing up to 25lbs.

**Mental Demands** - While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve policy and operational issues; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform detailed work on multiple, concurrent tasks with constant interruptions; work under deadlines and interact with all levels of District management and personnel, 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. Employees work under typical office conditions, and the noise level is moderately quiet.

## ACKNOWLEDGEMENT

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

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**Employee Name (Print)**

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**Date**

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**Employee Signature**