



ADDING SENIOR ENGINEER

OPTIONAL SALARY PAY SCHEDULE & STANDALONE JOB DESCRIPTION

Below is additional information on the proposed Senior Engineer position. In reviewing nearby agency salary pay schedules, and wanting recruitment efforts to be successful, Management is recommending the Board consider a higher Salary Pay Schedule for the Senior Engineer position from what is presented in the Agenda Summary Report.

Central Marin Sanitation Agency – Senior Engineer (monthly salary range as of 6/22/25)

Minimum Base Salary	Maximum Base Salary
\$15,525	\$18,871

Ross Valley Sanitary District – Senior Engineer (monthly salary range as of 11/1/25)

Minimum Base Salary	Maximum Base Salary
\$14,749	\$18,823

Central Contra Costa Sanitary District – Senior Engineer (monthly salary range)

Minimum Base Salary	Maximum Base Salary
\$14,314	\$17,307

Optional LGVSD Salary Pay Schedule

Proposed optional salary pay schedule is 6.52% above the median of the three agencies above and 2.5% above the salary pay schedule presented in the Agenda Summary Report.

Full Time Positions	Monthly Salary					
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Senior Engineer	14,506	15,232	15,993	16,793	17,632	18,514

Standalone Job Description

At agencies surveyed with both Assistant/Associate Engineers and Senior Engineers, the Senior Engineer classification has their own standalone job description. Management is recommending adopting a standalone job description for the proposed Senior Engineer position, as attached.

SENIOR ENGINEER

DEFINITION

Under general supervision or direction of the District Engineer, performs a variety of civil engineering work related to the planning, design, construction, and maintenance of the District's wastewater treatment plant, collection system, recycled water, and related facilities; manages construction and capital improvement projects; conducts field inspections to ensure conformance with approved plans, specifications and District regulations; confers with developers, contractors, and representatives of other agencies regarding facility and infrastructure development; performs a variety of studies and prepares and presents technical and staff reports; and performs other related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the District Engineer. The position may directly or indirectly supervise engineering staff in accordance with District policies and procedures as well as applicable labor, regulatory, and safety laws.

CLASS CHARACTERISTICS

Senior Engineer: This is an advanced-level classification in the professional engineering classification. Incumbents perform highly complex engineering, project management, and construction management work with a high degree of independence and discretion. Positions at this level serve as lead engineers and project managers on major maintenance and capital improvement projects, responsible for establishing project objectives, scopes, budgets, schedules, and delivery methods, and for overseeing planning, design, construction, and close-out activities. Incumbents exercise significant independent judgment in resolving complex technical, regulatory, and operational issues; manage consultants, contractors, and professional service contracts; and represent the District with regulatory agencies, professional organizations, governing bodies, and the public. Work requires advanced technical expertise, the ability to manage multiple concurrent projects, and responsibility for providing technical leadership, mentoring, and engineering support across departments. Assignments are provided with broad policy direction, and work is reviewed primarily for overall effectiveness, achievement of objectives, and conformance with District policies and regulatory requirements.

Positions at the Senior Engineer level are normally filled through a competitive process which may include open recruitment.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.

- Prepares and reviews designs, specifications, plans, estimates, bid documents, and reports related to the construction, maintenance, and operation of wastewater treatment, collection system, recycled water, and other District facilities.
- Conducts engineering analyses and related studies, prepares engineering calculations, evaluates alternatives, makes recommendations, and prepares reports for management and the Board of Directors.
- Manages capital improvement, construction, and maintenance projects through all phases including planning, design, construction and implementation, and close-out; leads project teams in the execution of projects; develops work plans, scope of work, budget, schedules, and baseline requirements.
- Confers with and provides information to contractors, developers, engineers, and architects regarding conformance to standards, plans, specifications, and related requirements; explains requirements and procedures and evaluates alternatives.
- Provides support for District construction projects, including conducting inspections, monitoring progress, reviewing design changes, submittals, and requests for information, interpreting contract documents, and negotiating and approving change orders and claims; prepares, reviews, and approves progress payments; resolves billing issues.
- Participates in the development of requests for proposal for professional and/or construction services and the advertising and bid processes; participates in evaluating proposals and recommending project award; administers contracts after award to ensure compliance with District specifications, policies, and procedures and service quality.
- Prepares a variety of written correspondence, reports, grant applications, and other written materials.
- Develops and maintains various databases and computer files and uses specialized engineering software.
- Receives and responds to requests from other public agencies, developers, contractors, private engineers, title companies, and others.
- Investigates field problems affecting property owners, contractors, and maintenance and operations staff; resolves problems, coordinates field work, or refers to other District staff as appropriate.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Engineering principles, practices, and standards including design and construction inspection.
- Basic equipment, materials, and methods used in the construction and maintenance of wastewater treatment, collection system, and recycled water facilities.

- Project management and contract administration principles and techniques.
- Engineering plan types, review practices, and permit filing and approval procedures.
- Methods and techniques of researching engineering and design issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective technical and staff reports.
- Principles of advanced mathematics and its application to engineering work.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Modern office practices, methods, including computer equipment and specialized applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with government agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Develop and review plans for a diverse range of engineering projects including, but not limited to, wastewater treatment, collection system, and recycled water projects.
- Conduct complex engineering studies and analyses, evaluate alternatives, make sound recommendations, and prepare effective technical and staff reports.
- Apply engineering principles, practices, concepts, and standards to engineering problems.
- Prepare, understand, and interpret construction plans, specifications, drawings, and other engineering documents.
- Perform engineering calculations.
- Analyze, interpret, summarize, and present technical engineering information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations, and District engineering policies and procedures.
- Effectively represent the District in meetings with governmental agencies, community groups, various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Check computations and specified materials for accuracy and conformance with regulations.
- Identify and resolve subordinate complaints.
- Direct construction contracts; resolve claims.
- Observe work of others.
- Inspect project sites to assist in solving difficult problems and ensuring quality control, safety, and compliance with construction contracts.
- Coordinate project issues with District counsel.
- Prepare project status reports.
- Function as a project manager for large engineering projects.
- Oversee and participate in the preparation of various applications for State and Federal-funded projects; oversee the administration of funded projects.
- Simultaneously supervise a variety of engineering project functions, programs, staff, and workgroups.
- Supervise, train, and evaluate subordinates.
- Perform duties of Assistant and/or Associate Engineer as required.
- Perform related duties as required.

Education and Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in civil, mechanical, environmental, sanitary, or a closely related engineering discipline. Graduate engineering degree is preferred.

Seven to ten years of increasingly responsible professional engineering experience, preferably in a public agency setting, including at least three years of design and project management responsibilities. Project management experience related to staff, consultants, and construction in a water- or wastewater-related field is highly desirable.

Licenses and Certifications:

- May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.
- Possess and maintain a valid license as a Professional Engineer issued by the California Board for Professional Engineers, Land Surveyors, and Geologists.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; and must possess mobility to inspect District project/development field sites, including traversing uneven terrain, climbing ladders, stairs, and/or other temporary or construction access points; to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 30 pounds.

ENVIRONMENTAL ELEMENTS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and may occasionally be exposed to pollen, dust, loud noise levels, cold and hot temperatures, inclement weather conditions, confined spaces, road hazards, vibration, mechanical and/or electrical hazards, and/or hazardous physical substances and fumes.

OTHER REQUIREMENTS

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."