



POSITION DESCRIPTION AND QUALIFICATIONS

Senior Engineer

Grade: Market

Reports to: Engineering Manager

Classification: Exempt

GENERAL STATEMENT OF CLASS

The Senior Engineer reports to the Engineering Manager. The Senior Engineer provides engineering expertise and project management to support development, operation, and management of the water system. The Senior Engineer may be called upon to manage projects of major, complex and special natures.

ESSENTIAL DUTIES

Develops a strong understanding of the water system layout and operations. Plans for development and renewal of the water system. Supports planning and review of expansion of the water system through land development projects. Manages capital improvement (CIP) and other special projects. Coordinates with other departments and provides engineering expertise and support. Supports budgeting and implementation of the CIP program. Manages project consultants and contracts.

Active Communication and Respectfulness of co-workers and the public are skills required for this position, as are incorporating Medford Water Commission Values into daily activities.

EXAMPLES OF WORK *(Illustrative Only)*

- 1) Manages Capital Improvement Projects (CIP) and Special Projects.
- 2) Coordinates with engineering and other consultants.
- 3) Provides system analysis and support to land development. and the construction plan review processes.
- 4) Reviews construction plans for compliance of standards and project goals.
- 5) Coordinates with Senior Capital & Special Projects Manager in budgeting and implementation of the CIP program.
- 6) Coordinates with Operations staff on system issues and planning.
- 7) Coordinates with consultant for development and use of system hydraulic model.
- 8) Provides support regarding CIP and Special Projects budgeting.
- 9) Coordinates with other Agencies regarding projects and planning.
- 10) Reviews other agency design plans for conflicts with water facilities and coordinates required relocations.
- 11) Prepares studies and reports related to water as directed.
- 12) Prepares and presents reports or studies to the Board of Water Commissioners.
- 13) Communicates with the public to answer water service and development related inquiries.
- 14) Mentors others in the Engineering Department.
- 15) Other related duties as assigned.



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KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Knowledge of principles and practices of water system facility design and operation, water hydraulics, applicable laws and regulations; Skill in the use of engineering equipment; Skill in the use of personal computers and software such as MS Windows, MS Word, MS Excel, MS Outlook, MS Teams, CAD, GIS, and hydraulic modeling programs (skill in Innovyze InfoWater Pro desired, but not required); Ability to read and prepare professional engineered drawings; Ability to read and write technical specifications, requests for proposals, and invitations to bid; Ability to express oneself clearly and concisely, both oral and written; Ability to establish and maintain effective working relationships with co-workers, contractors and the public.

COMPETENCIES

Critical Evaluation, Technical Capacity, Attention to Detail, Communication, Collaboration, Teamwork, Time Management, Leadership, Persistence, and Ethical Practice

TRAINING, EXPERIENCE AND LICENSING REQUIRED

Completion of four (4) years of college with a Bachelor of Science Degree in Civil Engineering and eight (8) years of related engineering experience, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above; Possession of Professional Engineer (P.E.) license in the State of Oregon or the ability to obtain within six months of hire date. Valid Oregon Driver's License or ability to obtain within 90 days, and acceptable driving record.

PHYSICAL REQUIREMENTS

Positions in this class typically require out of office reviews and inspections, vehicle driving to and from project sites, repetitive motions, reaching, standing, walking, fingering, grasping, talking, hearing, and seeing as well as working in an office environment.

Light Work: Exerting up to 20 pounds of force occasionally, and/or 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.