



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

DESIGNER III

Group-Section: Engineering Services Group	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 39 Job #: XA13
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JOB SUMMARY

This is the journey level position performing Designer III job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are fully competent and apply the full range of specialized skills and job knowledge in area of specialization; adapts procedures, operations, techniques, tools, materials, and/or equipment to meet needs of area of specialization. Uses judgment in interpreting and adapting guidelines such as policies, regulations, precedents, and work directions for application to specific cases or problems. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria.

OVERSIGHT

Supervision Received: The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

Supervision Given: May act as a lead. May coordinate and review work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

JOB DUTIES

1. Reviews design work to ensure conformance with codes and standards.
2. Reviews presentation, detailing, and organization of drawings.
3. Leads and prepares conceptual, preliminary, and final drawings.
4. Performs project facility site planning.
5. Gathers and compiles cost and schedule data from multiple disciplines for project budget and schedule; recommends project design resources.
6. Provides project quality assurance and quality control review for conformance with drawing design standards.

7. Prepares and updates drawing design standards.
8. Conducts research, data collection, and presents technical data and findings.
9. May participate on a project team.
10. Performs other related Designer job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: High school diploma or general education development test (GED) and four years of increasingly responsible, relevant experience; or three years of relevant experience and twelve quarter units or eight semester units from an accredited college, university, or vocational school.

Required Knowledge of: Design drawing practices, procedures, and standards in area of responsibility; mathematics including algebra, geometry and trigonometry; facility design and layout; applicable codes and regulations; construction and fabrication practices; estimating; quality assurance and quality control practices; computer aided drafting software; and current office technology and equipment.

Required Skills and Abilities to: Perform calculations; research; manage projects; analyze and interpret data; interpersonal skills; use computer aided drafting software; prepare presentations; prepare technical reports and correspondence; use independent judgment and exercise discretion; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; and operate current office equipment including computers and supporting applications.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

Certificates

- None

Licenses

- Valid California Class C Driver License that allows you to drive in the course of your employment

Registrations

- None

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

Vision Requirements: No special vision requirements.