

# ENGINEERING MANAGER

## DEFINITION

Under administrative direction of the General Manager, the Engineering Manager plans, organizes, coordinates and administers all district engineering activities, manages engineering and technical support staff and performs other related duties as required.

## CLASS CHARACTERISTICS

This is a professional level engineering classification requiring registration as a professional engineer. This classification performs a wide variety of professional engineering duties and has responsibility for directing the office and field work for the construction and modification of water production, treatment, storage distribution facilities and wastewater facilities.

## SUPERVISION RECEIVED AND EXERCISED

Supervised by:	District Manager
Exercises supervision over:	Assistant Engineer GIS/CAD Specialist
MOU:	Management, Supervisory & Confidential

## ESSENTIAL DUTIES (Duties may include, but are not limited to, the following)

Plans, organizes and administers engineering activities; plans, directs, reviews and evaluates the work of engineers, technicians and inspectors

Designs or assists in the design of water system projects, and water system improvements, project inspection and materials testing activities including making computations and drafting plans and drawings using computer aided drafting equipment.

Prepares master plans and preliminary designs; coordinates design of water treatment, storage, pumping and distribution facilities; coordinates design of sewage collection, pumping and treatment facilities.

Processes new water service applications, provides guidance and oversight on installation process; assists in material submittal review, field inspections and documentation through daily inspection reports and as-built drawings, survey activities including researching property titles.

Prepares and provides support administering requests for quote/requests for proposal (RFQ/RFP); prepares materials; reviews proposals and/or project specifications; prepares bid documents, various resolutions, bid results, etc.

Conducts comprehensive engineering studies and makes recommendations on major projects; researches, collects, and analyzes data, and prepares engineering reports such as water systems design; obtains necessary permits from a variety of regulatory agencies.

Performs the more involved professional engineering work such as structural calculations and hydraulics; develops conceptual design and project parameters and guides subordinate engineers in detailed design.

Reviews and analyzes plans from developers, fire districts, state and county agencies, etc. Provides technical engineering information to other departments and to the public.

Prepares and assists in the preparation of permit applications and supports environmental review related to District projects, requiring CEQA compliance, public works encroachment permits, coastal development permits and other regulatory requirements and utility rights of way.

Provides project and construction management and construction inspection for capital improvement projects; coordinates with local and State agencies during design and construction of District projects; provides engineering and technical support for CEQA documentation and mitigation monitoring of District projects.

Preparation of land easements and right of way, recording of documents with state and county agencies

Prepares, negotiates and manages requests for qualifications and requests for proposals for District projects; develops legal and technical specifications and plans for projects and equipment purchases; prepares Board memos and recommendations for the award of construction contracts, equipment purchases, and consultant services; coordinates consultant's work during design of capital improvement projects and studies.

Reviews requests for new water service and evaluate feasibility; meets with customer to discuss costs and options.

Provides engineering and technical support to the department's operating division and other District departments.

Participates in the preparation of the Capital Improvement Plan and annual budget.

Reviews and maintains District Standards and Specifications for construction methods and materials for water distribution and sewage collection facilities.

Explains engineering procedures, requirements and technical information to District personnel, elected officials, and the general public; represents the District in informational and negotiating meetings with land developers, representatives of other agencies or customers.

## **QUALIFICATIONS**

### ***DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:***

- Civil engineering principles, practices, and methods including hydraulics and hydrology
- Basic design principles and practices including planning, organizing, assigning and reviewing work
- Methods, equipment and materials used in the construction, modification, and maintenance of water treatment, pumping, storage, distribution and related facilities and equipment
- Water treatment, regulation and distribution principles, practices and operational methods
- Project management and coordination,
- Contract administration practices and principles
- Principles, practices, and techniques of supervision including personnel management practices
- Methods and techniques used in design and construction for planning, cost estimation, environmental review, installation, and inspection of water and wastewater collection, distribution, and treatment facilities
- Federal, state, and local laws and regulations related to water/wastewater system design, construction, and plant operations
- Engineering mathematics, economics, and statistical analysis
- Safety standards and practices

### ***ABILITY TO:***

- Establish and maintain cooperative working relationships with employees, other managers, the public, developers, other government agencies, consultants and contractors
- Interpret, implement and enforce District water, wastewater and administrative ordinances and other state and local regulations
- Prepare clear and concise technical reports, correspondence, and other administrative documents;

- Provide clear verbal communications and make formal group/public presentations
- Analyze engineering and operational problems, evaluate alternatives and provide options and recommendations that demonstrates technical, administrative and political considerations
- Use a variety of software applications and computer equipment necessary to complete duties for the position
- Apply leadership and supervisory skills to create a team-oriented environment
- Coach and develop employees

***PHYSICAL AND SENSORY REQUIREMENTS***

- Some travel required in conducting District business
- Sufficient eyesight to read fine statistical reports and standard text and data on computer terminal screens
- Ability to speak and hear at normal conversational levels in person and over the telephone
- Manual dexterity to write legibly and to use calculators, computer terminal, and other general office machines
- Sits for extended time periods
- Ability to lift and carry up to forty (40) pounds; ability to reach, bend, or crouch to conduct survey work or to use files and records
- Ability to occasionally walk on uneven and slippery surfaces
- Some exposure to outdoors
- Ability to travel to different sites and locations

***TRAINING AND EXPERIENCE GUIDELINES***

Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:

***EDUCATION:*** Equivalent to a Bachelor's degree in engineering or related field with a curriculum that is accredited by the Accreditation Board for Engineering and Technology. A Master's degree in engineering is preferred.

***EXPERIENCE:*** Four (4) years of increasingly responsible experience related to water and/or sewage collection systems with two (2) years of project management experience that includes some supervision.

***SUBSTITUTION:*** Additional qualifying experience may substitute or the education on a year for year basis.

***CERTIFICATIONS, LICENSES, AND REGISTRATIONS***

- A valid California class C driver's license must be maintained at all times
- A valid state of California Certificate of Registration as a Professional Engineer

- Must obtain and continue to maintain a California Department of Public Health Grade D-2 Distribution Operator's Certificate within eighteen (18) months of employment in the position