



## ENGINEERING MANAGER

### **DEFINITION**

Under general direction, plans, organizes, oversees, coordinates, and manages the activities and operations of the Engineering Division; coordinates the work of consultants engaged in the engineering design of the District's water/wastewater systems and facilities; provides oversight of inspection related services, Geographic Information System (GIS) mapping, contract administration, and compliance with the Sustainable Groundwater Management Act (SGMA); manages the non-potable/recycled water program; manages environmental programs including interpreting and implementing environmental and water quality regulations; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to management in areas of expertise; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Assistant General Manager. Exercises direct supervision over professional, technical, clerical, and administrative support staff as assigned.

### **CLASS CHARACTERISTICS**

This is a management classification responsible for planning, organizing, and managing the operations, and activities of the Engineering Division. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include division budget administration, program evaluation, and recommendation and implementation of policies, procedures, goals, objectives, priorities, and standards related to field operations. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.*

- Plans, manages, and oversees the daily functions, activities, and operations of the Engineering Division, including coordinating the work of consultants engaged in the engineering design of the District's water and wastewater systems and facilities.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; recommends within division policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding; prepares and monitors project schedules and project budgets; prepares the District's Five-Year Capital Improvement Plan and budget; manages the acquisition of grants and other external funding to supplement the District's Capital Improvement budget.

- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with District specifications and service quality.
- Directs all activities related to engineering matters including management of staff and oversight of consultants to ensure results are accomplished efficiently and in accordance with acceptable standards for quality and integrity and comply with applicable laws, regulations, policies, and procedures.
- Coordinates and represents the District at groundwater sustainability agency meetings both locally and statewide; develops and implements a groundwater sustainability plan to meet the sustainability goals of the basins with District wells to ensure it is operated within its sustainable yield without causing undesirable results.
- Provides oversight and implementation of the Fats, Oils, and Grease (FOG) program in conjunction with the Wastewater Department, Notice to Connect program including project warranties, and bonding administration and implementation.
- Prepares contract documents and specifications for engineering projects and construction design services as applicable, provides project management, oversight, implementation, and administration of projects, including procurement and management of professional consultants' contracts services.
- Provides for oversight of all capital and development project inspection practices.
- Writes grants and presents grant proposals to review committees; provides oversight of grants, including grant administration and reporting.
- Reviews subdivision and parcel maps for accuracy as they pertain to District policies; prepares and implements annexations, easements, and property acquisitions, as necessary.
- Oversees the District's computer aided drafting (CAD) and geographic information system (GIS) and applicable updates and maintenance of the systems.
- Prepares and presents staff and agenda reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Serves as a liaison for assigned functions with other District departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces as necessary; represents the District in coordination with developers, engineers, and consultants to discuss concepts and general requirements for new capital and development projects.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in engineering, water production, and wastewater services; researches emerging products and enhancements and their applicability to District needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.

- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action; explains and justifies departmental programs, policies, and activities.
- Directs the establishment and maintenance of working and official division files.
- Ensures staff compliance with District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of contract administration and management.
- Principles and practices of public administration as they pertain to a special district.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Methods and techniques of preparing technical and administrative reports and general business correspondence.
- District and mandated safety rules, regulations and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Plan, organize, oversee, and manage the engineering program staff and activities.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer division budgets; allocate limited resources in a cost-effective manner.
- Provide administrative, management, and professional leadership for the division.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.

- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Read and interpret complex data, information, and documents; analyze and solve complex problems.
- Use mathematical reasoning.
- Perform highly detailed work under changing, intensive deadlines, with multiple concurrent tasks, and constant interruptions.
- Communicate orally with District management, co-workers, and the public in face-to-face, one-to-one, and group settings.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the division and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**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:*

Education:

- Bachelor's degree from an accredited college or university with major coursework in civil engineering or a related field.

Experience:

- Six (6) years of increasingly responsible, professional water engineering work, including two (2) years of management and supervision experience over staff involved in water engineering project activities.

**Licenses and Certifications:**

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of a valid certificate as a Registered Civil Engineer issued by the California Board of Registration for Professional Engineers, to be maintained throughout employment.
- Possession of, or successful acquisition within 18 months of employment, a valid Grade II (D-2) Water Distribution Operator's Certificate, to be maintained throughout employment.
- Possession of, or successful acquisition within 18 months of employment, a valid Grade II (T-2) Water Treatment Operator's Certificate, to be maintained throughout employment.

### **PHYSICAL DEMANDS**

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk 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.

When assigned to field work, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various District sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

### **ENVIRONMENTAL CONDITIONS**

Employees 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 are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.