

DISTRICT ENGINEER

DEFINITION

Under general direction of the General Manager, plans, organizes, coordinates, and manages engineering functions including design, project management, construction management and inspections, and review of private improvement projects, to ensure conformance with District standards and federal, state, and local regulatory requirements; provides engineering and technical support to the General Manager in areas of capital improvement program and budget and engineering and constructions programs; administers contracts, manages projects, and conducts studies regarding capital projects and treatment plant processes and optimization; maintains records of facility components and property rights; fosters cooperative working relationships with intergovernmental and regulatory agencies and various public and private groups; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the General Manager. Exercises direct supervision over assigned staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, and managing engineering staff, projects, and activities. The incumbent is responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies and procedures for assigned programs, reporting, compliance, and program evaluation. Incumbents serve as a professional resource for organizational, managerial, and engineering analyses and studies. The incumbent is accountable for accomplishing engineering goals and objectives, and for furthering District goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

- Assumes managerial responsibility for all engineering functions; ensures compliance with engineering principles and practices, District standards, and federal, state, and local regulatory requirements.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the District; recommends, within District policy, appropriate service and staffing levels; recommends and administers policies and procedures while ensuring financial, regulatory, and legal requirements are met.

- Selects, trains, motivates, and directs assigned staff; evaluates and reviews work for acceptability and conformance with District standards; provides or coordinates staff training; works with employees to correct deficiencies; recommends discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of District services by continuously monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors distribution of work, support systems, and internal reporting relationships; identifies and recommends opportunities for improvements.
- Manages and administers the department's budget; directs the forecast of additional funds needed for planned work, staffing, equipment, and supplies; directs the monitoring of and approves expenditures; calculates capacity fees; purchases supplies and equipment.
- Coordinates the administration of the District's Capital Improvement Program (CIP), Renewal and Replacement (R&R) projects, and select Operations and Maintenance (O&M) projects with the General Manager and senior management.
- Manages projects through all phases including planning, design, construction and implementation, and close-out; serves as project manager, resident engineer, and/or engineer-of-record; leads intra-agency project teams; develops work plans, scope of work, budget, schedules, and baseline requirements.
- Prepares engineering designs, drawings, specifications, contracts, plans, and other supporting documentation for proposed engineering projects; reviews and comments on drawings, plans, environmental impact reports, and other work submitted by external consultants, engineers, contractors, and developers for conformance with professional codes, standards, District specifications, and regulatory requirements; prepares technical and administrative correspondence and reports.
- Coordinates and ensures compliance with California Environmental Quality Act (CEQA) requirements, encroachment permits, and other environmental permitting requirements.
- Manages bid and contract administration processes; develops bid documents and scopes of work for professional and/or contracted services; evaluates proposals and recommends award; prepares and negotiates contracts, amendments, and change orders.
- Supervises or acts as construction manager including conducting and documenting inspections, making design changes in the field, reviewing and recommending approval of progress payments, and preparing or approving as-built record drawings.
- Analyzes treatment plant, collection system, pump stations, and processes; evaluates alternatives, prepares recommendations, and written reports.
- Coordinates engineering activities and projects with other District departments and legal counsel and those of outside agencies, including joint studies, easement negotiations, and lease agreements.
- Represents the District and makes presentations to governmental, regulatory, or private organizations, professional groups, and the public.
- Prepares a variety of written correspondence, reports, procedures, and other written materials; completes and submits reports to regulatory agencies.
- Maintains and directs the maintenance of working and official departmental files including as-built records and property holdings.
- Monitors changes in laws, regulations, and technology that may affect programs and projects; implements policy and procedural changes as required.

- Attends Board of Director and committee meetings as required; prepares and presents staff reports and agenda items for consideration by the Board; serves as advisor to the General Manager and Board on engineering and regulatory compliance matters; assists the General Manager in carrying out directives of the Board of Directors.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Engineering theories, principles, and practices and their application to the design, construction, operation, and maintenance of a wide variety of wastewater treatment facilities and collection systems.
- Principles and techniques of capital improvement and Renewal & Replacement maintenance project design, construction, inspection, funding, and long-term maintenance.
- Principles and practices of project management, budgeting, and contract administration.
- General principles of risk management related to the functions of the assigned area.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, and the training of staff in work procedures.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned functional area.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Practices of researching issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Technical, legal, financial, and public relations associated with the management of engineering projects and programs.
- Modern office practices, methods, and computer equipment and applications.
- 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 implement goals, objectives, policies, procedures, and work standards.
- Plan, organize, administer, coordinate, review, and evaluate a comprehensive engineering program.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvements in processes and procedures.

- Apply engineering principles, practices, concepts, and standards to a variety of design, construction, operations, and maintenance activities.
- Independently conduct comprehensive and complex engineering studies, investigations, and analyses and perform engineering calculations.
- Prepare, understand, and interpret construction plans, specifications, drawings, and other engineering documents.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Effectively represent the District in meetings with governmental agencies, community groups, various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- 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.

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:

Graduation from a four-year ABET-accredited college or university with major coursework in civil, mechanical, environmental, or sanitary engineering and five (5) years of increasingly responsible experience managing and/or supervising engineering programs, including three (3) years of design and project leadership experience.

Licenses and Certifications:

- 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; to inspect various project or construction sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. 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 bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing

up to 30 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in both a field and office environment; the office environment, comprises of moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. When working in the field, employees are occasionally exposed to pollen, dust, loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, mechanical and/or electrical hazards, and hazardous chemical 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."