

ENGINEERING MANAGER

DEFINITION

Under administrative direction, plans, organizes, oversees, coordinates, and manages the staff and operations of the Engineering department including oversight for the District's capital design, real estate, and development services programs; manages the effective use of resources to improve organizational productivity and customer service; provides complex and responsible support to assigned department director in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from assigned management personnel. Exercises direct supervision over supervisory, professional, and technical staff through lower-level supervisors.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, and managing the staff, operations, and activities of the engineering department. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which includes responsibility for budget administration, program evaluation, and recommendation and implementation of policies, procedures, goals, objectives, priorities, and standards related to engineering services. 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, operations, and activities of the engineering department including capital design, real estate, and development services.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the section; recommends within policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of assigned budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- 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.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Manages multi-disciplinary engineering projects and studies through all phases including planning, design, construction and implementation, and close-out; leads project teams, consultants, and/or contractors in the execution of projects; develops or reviews and approves

work plans including, scope of work, budget, schedules, and baseline and/or service requirements; ensures project compliance with District safety requirements.

- Ensures established District standards, policies, and procedures, and engineering best practices are consistently applied; analyzes, interprets, and explains regulations and policies related to area(s) of assignment; researches and tracks legislative and regulatory developments; recommends, and upon approval, implements operational, compliance, and/or policy solutions.
- Directs and oversees the procurement process of contractors and consultants; prepares Invitation for Bid, Requests for Proposals, bid analysis, and evaluation documents; reviews proposals and provides recommendations for selection; verifies compliance with applicable codes, regulations, and/or funding agreements; prepares, negotiates, and manages contracts; directs, reviews, and reports on the work performed by consultants and/or contractors.
- Assumes responsibility for implementing long-range and immediate plans and objectives of the District and formulating those objectives into specific capital improvement plans; assumes responsibility for continuous evaluation of plans to ensure plans are meeting planned scope of work, schedule, and budget.
- Assumes responsibility for maintaining the capital improvement program schedule; performs field reviews of project activities; participates in conferences and discussions with various field representatives for the purpose of reviewing potential problem areas.
- Assumes responsibility for ensuring operational and administrative completion before the transferring of projects from the construction phase to operation and maintenance status; participates in examinations and field reviews of existing features with Operations and Maintenance; advises management on design deficiencies noted during both construction and operation phases and makes design recommendations.
- Oversees and conducts or engineering studies, investigations, and analyses; researches, collects, and analyzes data and evaluates results to determine project-specific feasibility, requirements, and parameters; prepares various engineering and/or compliance reports and other supporting documentation for assigned projects/programs.
- Prepares and presents staff and agenda reports and other necessary correspondence related to assigned programs, projects, activities, and services; presents reports to the Board of Directors and 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; represents the District to regulatory agencies, the public, community interest groups, and contractors or consultants at meetings.
- Monitors changes in regulations and technology that may affect assigned programs; stays abreast of new trends and innovations in engineering programs; researches emerging products and enhancements and their applicability to District needs; implements policy and procedural changes after approval.
- Oversees negotiation of agreements on behalf of the District in support of core business functions; acts as a liaison in the negotiation of complex agreements or contracts with outside agencies.
- Oversees District real property management, including but not limited to real property acquisition, surplus property sales, and easement acquisition.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Ensures staff compliance with District and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of engineering programs, policies, and operational needs.
- Principles and practices of budget and contract development and management.
- 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, codes, and ordinances relevant to the area(s) of responsibility.
- Advanced principles and practices of civil engineering with emphasis on the design and construction of water and wastewater facilities.
- Advanced principles and practices of process, mechanical, electrical, control, and instrumentation design and construction in water and wastewater facilities.
- Advanced principles of engineering economics and their practical application to construction, water supply, and wastewater and/or water treatment projects.
- Operations and regulatory requirements of water and wastewater management systems.
- Recent developments, current literature, and sources of information related to innovation and trends in engineering programs.
- Principles and practices of business correspondence and technical report preparation.
- 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 engineering programs and projects.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Provide administrative, management, and professional leadership for the section.
- 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.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of District goals.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

- Effectively represent 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.
- Independently organize work, set priorities, meet critical deadlines and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- 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:

Equivalent to a bachelor's degree from an accredited college or university in civil, mechanical, environmental engineering, or a related field.

Experience:

- Seven (7) years of increasingly responsible and diversified engineering experience including water and wastewater planning, water and sewer utility engineering design and construction, and project management experience including four (4) years of supervisory or management experience.

Licenses and Certifications:

- Possession of a valid California Class C driver's license, to be maintained throughout employment.
- Possession of a valid Registration as a Professional Engineer (P.E.) in the State of California, to be maintained throughout employment, is highly desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

ENVIRONMENT

Standard office setting; some exposure to temperature variations, noise, fumes, toxic agents, dust, and traffic hazards may occur while at construction sites.

PHYSICAL

- Level One

Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; push, pull, lift, and/or carry light amounts of weight; bend, stoop, and kneel; operate office equipment including use of a computer keyboard; ability to verbally communicate to exchange information.

VISION

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

HEARING

Hear in the normal audio range with or without correction.