



## POSITION DESCRIPTION

---

**TITLE: ENGINEERING MANAGER**

**REPORTS TO:** General Manager

**GRADE:** 18

**FLSA:** Exempt

**CONFIDENTIAL:** Yes

---

### **SUPERVISORY RESPONSIBILITIES**

**DIRECT:** (Position Titles) Inspection Supervisor, Engineering Project Supervisor, Department Assistant - Engineering

**INDIRECT:** (Position Titles) Inspector, Line Locator/Inspector, Engineering and Right of Way Coordinator

---

### **MINIMUM QUALIFICATION REQUIREMENTS**

Unless required by law, experience and education may be substituted for each other upon approval by the General Manager or their designee. Certifications required by law for the position must be obtained within first year in the position.

**EDUCATION:** Bachelor's degree in Engineering, with advanced degree desirable; valid California driver's license and proof of insurability are required; and current California registration as Professional Engineer. Standard First Aid and CPR certification are required.

**EXPERIENCE:** Minimum of eight years of progressive civil engineering experience with three years in a supervisory capacity. Specific experience to include the design and construction of water and wastewater treatment, distribution and collection systems; knowledge of water and wastewater, civil engineering, financial and operating principles, management theory and applicable California and Federal laws and regulations. Excellent verbal and written communication skills, proven ability to organize and manage competing priorities, ability to effectively use a personal computer, peripherals, and related word processing and spreadsheet programs. Ability to prepare and monitor adherence to budgets.

---

### **CONTACT RESPONSIBILITY**

**INTERNAL:** Interaction with Supervisor to receive general direction, identify goals and objectives and review results; Board of Directors to make recommendations and presentations as required; District management and employees to discuss, advise and resolve engineering and inspection issues; Direct reports to provide direction, specific work assignments and review results; all other District personnel as required.

**EXTERNAL:** Interaction with government officials and representatives, consultants, contractors, regulatory agencies, public and developers to discuss, advise and resolve engineering and inspection issues, engage services, negotiate contracts and direct project flow; all others as required by the position.

---

### **PHYSICAL REQUIREMENTS**

Good hearing, eyesight and speech, excellent written and verbal communication skills; ability to operate a personal computer and peripherals; able to tolerate long periods of continuous sitting and exposure to a

computer screen; ability to tolerate occasional travel; may, on an infrequent basis, assist with lifting up to 50 pounds.

---

### **ENVIRONMENTAL CONDITIONS**

Work is primarily performed within an enclosed office setting with lighting and ventilation. Subject to conversational noise from other personnel within the facility, along with standard background noise found in an office environment. Subject to long periods of sitting and exposure to computer screen. When performing work outside the facility, subject to variable weather conditions and possible exposure to heavy equipment, dust, fumes, odor and noise. Appropriate personal safety equipment is provided. Work will include occasional travel. Exposure to field or construction sites as well as inclement weather is required for field work. Appropriate personal safety equipment is provided.

---

### **DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS**

Under general administrative direction, this at will position is responsible for District and developer projects within the Engineering Department. Supports the acquisition of land and rights-of-way for District projects and work related to appraisals, acquisitions, and management of real property rights for pipelines, storage reservoirs and building sites. Responsible for coordination with developers on projects to be constructed within the District and granted to District as part of the District system. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District's safety programs is necessary. Support of the District Strategic Plan and Mission Statement is essential. Reliable, stable attendance is required.

<b>% TIME</b>	<b>TASKS</b>
<b>20%</b>	Plans and coordinates projects. Reviews plans and the work of the consulting engineers, inspectors, developers, contractors and others assigned to capital and replacement projects. Requests support of general counsel as appropriate. Ensures compliance with environmental impact studies and makes recommendations accordingly.
<b>15%</b>	Responsible for inspection of all work under construction to ensure compliance and conformance with District procedures, Specs and Standards.
<b>15%</b>	Responsible for management of the sanitation operations of the District including short and long term planning and design, coordination with developers and consultants, and interaction with other local and governing agencies, and participation in local and state organizations for operational and regulatory oversight.
<b>10%</b>	Monitors project cost and completion status for the infrastructure replacement program.
<b>5%</b>	Supports District Managers and departments in a coordinated effort to maintain the District system regarding easements, encroachments and rights-of-way. Maintains Standard Specifications and District maps. Develops and maintains District's Master Plan of Facilities.
<b>5%</b>	Supports the Operations Department with technical and operational assistance on an as-needed or requested basis. Coordinates new construction with capital replacement projects to ensure the goals and mission statement of the District are realized.
<b>20%</b>	Other management duties include: <ul style="list-style-type: none"><li>• Plans budgetary guidelines and assures departmental operations within allocated amounts.</li></ul>

- Professionally represents the District at a variety of internal and external meetings.
- Organizes and manages competing priorities.
- Develops effective resolution to conflicts.
- Makes policy recommendations regarding operations and procedures.
- Responds to emergency situations and personnel problems using sound judgment.
- Manages labor resources effectively, conducting evaluations, documentation of performance and ensuring training is completed.
- Supports the District Strategic Plan and Mission Statement by keeping staff informed and involved.
- Implements the department's record retention requirements for data management.
- Acts as a positive role model.
- Performs successfully in a team environment.
- Monitors the Administrative Code relating to departmental responsibilities and recommends changes/updates as needed.

---

#### **DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS**

**10%**            Performs all related duties as assigned.