

Engineering Manager

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

DEFINITION

Water Resources & Planning-Under general direction, supervises and participates in the conduct of water resources studies, long-term programs regarding water resources planning and projects and programs, environmental compliance; provides expert professional assistance and guidance to management on capital improvement planning and water resource planning; and performs related duties as assigned.

Capital & Development- Under general direction, supervises and participates in the conduct of complex engineering projects, engineering analyses, research, planning and design for a variety of water and wastewater capital construction programs and/or maintenance/improvement programs; plans, organizes, directs and reviews the work of professional and technical staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The responsibilities of incumbents in this class include the supervision of professional and technical staff in the Engineering. Incumbents are also expected to perform and administer highly complex professional engineering work requiring a substantial level of professional training and experience. Incumbent will develop mutually beneficial relationships, assign and prioritize customer requirements. 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.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Assistant General Manager. Exercises direct supervision over technical and administrative support staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work environment, which supports achieving the department's and the District's mission, strategic plan, objectives, and values.
2. Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, ensuring alignment with the District's strategic and operational plans.
3. Develops, prepares, and presents reports, providing advice and recommendations to the Assistant General Manager related to operational issues.

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Essential Functions (continued):

4. Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment, which supports achieving the department's and the District's mission, strategic plan, and objectives.
5. Oversees the resolution of escalated customer issues including those from other staff or the Board of Directors; communicates the results of analysis and the decision reached.
6. Oversees the preparation and submission of Department budget; manages the Department's budget after adoption; approves expenditures; approves budgetary adjustments as appropriate.
7. Selects, trains, motivates and evaluates assigned personnel; provides and/or coordinates staff training; works with employees to correct deficiencies; implements disciplinary procedures.
8. Represents the District with other agencies, organizations, elected officials, and outside agencies.
9. Attends a variety of Board and Committee meetings; prepares, reviews, and presents staff reports and other necessary correspondence.
10. Performs related duties and responsibilities as required.
11. Regular attendance at the worksite.

Planning & Water Resources Discipline

1. Plans, organizes, controls, integrates and evaluates the work of a unit or project team of professional and technical staff; with staff, develops, implements and monitors work plans to achieve goals and objectives; contributes to the development of and monitors performance against the annual department budget; supervises and participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards; assists in the development and implementation of engineering standards and priorities.
2. Through subordinates manages, directs a wide variety of planning and engineering projects designed to assist the District in planning for development of water resources to meet future needs and requirements; oversees development and administration of various plans; represents the District in planning with regional and state agencies; manages the groundwater and recycled water management plans, including all applicable hydraulic analyses and modeling, monitoring, permitting and compliance activities.
3. Creates, maintains and analyzes graphic and tabular geographic data in a multi-user editing environment. Ensures the integrity, quality and accuracy of a variety of GIS information and data.

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4. Oversees and directs the district's GIS database by planning and implementing data model changes, adding and removing feature classes, tables and relationships, adding and removing fields, creating and updating domains and subtypes, assigning privileges and automating routine database administration tasks using python scripts.
5. Interprets engineering plans, plat maps, field reports and legal descriptions for GIS database development efforts; creates and maintains GIS database metadata and data dictionary to support enterprise GIS efforts for the district.
6. Oversees Environmental Services and gives general direction to staff for compliance with District, state, and federal regulations related to recycled water, cross-connection and industrial waste.

Capital & Development Discipline

1. Administers the design and preparation of major capital projects utilizing consulting engineering firms or in-house staff; prepares costs estimates; establishes the scope, schedule and budget for design projects; negotiates and manages consultant contracts; reviews drawings and specifications for compliance with District standards; interprets specifications and District policies and initiates or reviews change orders; prepares periodic project status reports; seals final plans.
2. Monitors, coordinates, evaluates and provides quality assurance to the development review process for development projects within CVWD service areas; reviews and approves developer plans, hydraulic calculations and analyses, and current planning for complex development projects involving water, sewer and reclaimed water plans-of-service consistent with District systems and Master Plan; meets with developers and their engineers to explain and clarify CVWD criteria.
3. Prepares correspondence on technical issues; coordinates engineering and planning activities with other departments and outside agencies; makes authoritative interpretations of applicable laws, regulations, policies, and design standard and approves construction documents.
4. Tracks, evaluates and reports on design project progress to department management.
5. Oversees construction inspectors of capital and development projects.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The core values, concepts, and framework of continuous improvement criteria, including the principles of management by fact, and organizational and personal learning; familiar with process mapping and structured problem solving; theoretical and practical knowledge necessary to develop and monitor individual performance standards, and insure they align with key performance measures for the unit.

Ability to:

Analyze and make sound recommendations on complex management and administrative issues; understand, interpret, explain and apply District policy and procedures governing assigned areas of

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Ability to (continued):

responsibility; present proposals and recommendations clearly and logically in public meetings; develop and implement appropriate procedures and controls; analyze and make sound recommendations on complex management and administrative issues; prepare clear, concise and comprehensive correspondence, reports, studies and other written materials; exercise sound, expert independent judgment within general policy guidelines; establish and maintain effective working relationships with all levels of District management, other governmental officials, contractors, employees and the public; exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.

REQUIRED QUALIFICATIONS

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of professional civil engineering experience, including experience in public water/wastewater/utility, design and construction, and/or water resources with at least two years of experience in a supervisory or leadership capacity.

Training/Education:

Graduation from an accredited college or university with a bachelor's degree in civil engineering.

License/Certification:

Possession of a State of California Class C driver's license.

Possession of a valid Registration as a Professional Engineer issued by the State of California.

PHYSICAL DEMANDS AND WORKING CONDITIONS- *The physical demands and working environment demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

Environment:

The employee usually works under typical office conditions where the noise level in the work environment is quiet. Employees occasionally work in confined spaces and outside conditions, where they may be exposed to climatic conditions and where the noise level may be loud.

Physical:

While performing the duties of this job, the employee is regularly required to sit and stand; talk and hear, both in person and by telephone; use hands to finger, handle, feel objects or controls; reach with hands and arms; and drive a vehicle.

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Mental:

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn, and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with District managers, staff, applicants, other governmental officials and the public.

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 normal audio range with or without correction.

JOB STATUS: Exempt
DATE ADOPTED: June 2019
DATE MODIFIED: July 2021

Safety Sensitive Position