

DISTRICT ENGINEER JOB DESCRIPTION

DEPARTMENT: Technical Services

SUPERVISOR: General Manager

POSITION DESCRIPTION

Under general direction, assists the General Manager and plans, directs, manages, and oversees the activities and operations of the Technical Services Department including Engineering, Contracting, Inspection Services, Capital Improvement Program, Information Technology and other divisions, programs, and functional area as assigned; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the General Manager.

REQUIRED EDUCATION/EXPERIENCE

Minimum requirements are: a four year degree from an accredited college or university in civil engineering or a closely related field; a Master's degree is desirable; five (5) years of professional engineering experience that includes demonstrated experience in sewer collection systems-related work or comparable work experience in related engineering or construction fields, including management and administrative responsibility.

REQUIRED DEGREES/LICENSES

Minimum requirements are: Possession of a valid California Certificate of Registration as a Professional Civil Engineer; California Driver License, Class C; California Water Environment Association (CWEA) Certification in Collection System Maintenance at the Grade IV level or be able to obtain within 18 months. Other sub-professional technical certification is highly desirable.

SPECIFIC KNOWLEDGE AND ABILITIES

Knowledge of: principles of supervision; engineering functions, principles for the operation, maintenance, construction, inspection and repair of sanitary sewer systems; practical applications of sanitary sewer technology, improvement plan design practices, and flow hydraulics of sewer systems; knowledge of methods and techniques of contract negotiations and administration; office procedures; references and materials used by the industry, construction methods and terminology, and safe work practices as defined by Cal-OSHA; operation of lift stations; computer input data and generation of related reports.

Ability to: communicate effectively both orally and in writing to the Board, management, other public agencies, engineering firms, contractors, and the public; supervise and train staff; plan, organize, direct and coordinate the work of subordinate staff; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals, direct outside contractors in regard to District requirements for sewer construction; develop, review and

modify engineering and construction drawings, plans and specifications; prepare oral, written, and computerized reports; keep accurate records, both by log entries and computer entry; read blueprints and construction plans; perform mathematical principles as applied to civil engineering work, collection systems and surveyor stationing data; communicate clearly and concisely, both orally and in writing; respond to common inquires or complaints from customers, regulatory agencies, or members of the business community; interpret and apply applicable federal, state and local policies, laws, and regulations.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Assume full management responsibility for all department services and activities including Engineering, Contracting, Inspection Services, Capital Improvement Plan, Hydraulic Modeling, Geographical Information Systems (GIS), Information Technology/Computer Network Administration and other divisions, programs, and functional areas as assigned.
- Manage the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.
- Establish, within District policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
- Plan, direct, and coordinate, through subordinate level staff, the Technical Services Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
- Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline in accordance with District policies.
- Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Ensure all department personnel are oriented in department procedures, safety practices, systems operations, and other governing regulations.
- Explain, justify, and defend department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
- Apply and enforce the District's standard plans and specifications, rules, regulations, and ordinances with contractors, plumbers, public entities, and customers to the design and construction of sewer facilities;
- Oversee and assume responsibility for the development of the District's Capital Improvement Plan; evaluate and forecast the District's capital improvement needs; recommend to the General Manager specific capital projects; develop and design capital improvement projects; oversee the funding, contract administration, and construction inspection of capital improvement projects.

- Oversee the provision of contracted services; prepare specifications and requests for proposal; evaluate bids and make recommendations for contract award; manage and administer contract to ensure compliance with contractual obligations and approved budget.
- Oversees the District's commercial Fat's Oil & Grease (FOG) source control program;
- Coordinates activity between the District and other entities regarding the regional, industrial pretreatment and storm water programs;
- Works with applicants and LAFCO regarding proposed annexations to the District;
- Provide staff assistance to the General Manager; prepare and present staff reports and other necessary correspondence.
- Represent the Technical Services Department to other departments, elected officials, and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations; work closely with other departments in matters relating to the business and operations of the District.
- Meet with contractors, developers, other government officials, and other professionals with regard to the approval, development, preparation, monitoring and coordinating of improvement projects of an engineering nature and in regard to the operations of the District's facilities.
- Attend District Board meetings, participate on a variety of committees and professional group meetings; stay abreast of new trends and innovations in the field of engineering and collection system maintenance, construction, repair and contracting.
- Coordinates environmental issues and will serve requests with other entities and project developers.
- Perform related duties as required.

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.

Specific Physical Requirements to Perform Duties:

- Ability to drive several hours per week to: 1) pick up documents at other agencies; 2) attend meetings at other public agencies; 3) make trips to construction sites;
- Ability to spend long periods of time using a computer terminal;
- Ability to climb up and down ladders as needed;
- Ability to walk, carrying surveying equipment for field work.
- Ability to sit for long periods;

Ability to Successfully Pass Medical Examination Based on:

- Ability to safely perform required physical duties; and,
- Ability to safely perform required physical duties with "reasonable accommodation" that does not create a safety hazard for other employees or the public.

PROBATIONARY PERIOD: Six (6) months.