

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
JOB DESCRIPTION**

Job Title:	District Engineer	Department:	Technical Services
Reports to:	General Manager	FLSA:	Exempt
Probationary Period:	1 year	Revision Date:	02/01/2020

Position Overview:

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 areas as assigned. Coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the General Manager.

Education/Experience:

Education	Experience
Bachelor's Degree or higher from an accredited College or University in civil engineering, mechanical engineering or environmental engineering or a closely related field; a Master's Degree is desirable.	Five (5) years of professional engineering experience that includes demonstrated experience and in collection systems (or related underground utility), including management and administrative responsibility.

Licenses and Certifications:

1. Valid California Class C Driver's License.
2. Possession of a valid California Certificate of Registration as a Professional Civil Engineer.
3. California Water Environment Association (CWEA) Certification in Collection System Maintenance at the Grade IV level. Timeline to acquire in accordance with CWEA minimum qualifications.
4. Other sub-professional technical certification is highly desirable.

Knowledge and Abilities:

Knowledge of:

1. California Municipal Utility District Act, California Public Utilities Code, Section 11501, et seq.
2. District policies and procedures.
3. Safe work practices as defined by Cal-OSHA.
4. Principles of supervision and civil engineering functions, as well as the principles of operation, maintenance, construction, inspection and repair of sanitary sewer systems.
5. 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.
6. Sewer construction principles, practices, methods, techniques, and terminology.
7. Methods and techniques of contract negotiations and administration.
8. Mapping and geo-processing operations of local government using GIS products, including ArcGIS for Desktop and ArcGIS Server.
9. Construction methods and terminology; operation of lift stations; computer input data and generation of related reports.
10. Codes, laws, regulations, and references used by the wastewater industry.
11. The District's Mission, Vision and Core Values.

Ability to:

1. Assume full management responsibility for all department services and activities including Engineering, Easements and Rights-of-Way, Contracting, Inspection Services, Asset Management, Capital Improvement Planning, Hydraulic Modeling, Computerized Maintenance Management System (CMMS), Geographical Information Systems (GIS), Information Technology/Computer Network Administration and other divisions, programs, and functional areas as assigned.
2. Manage the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.
3. 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.
4. Assess and monitor workload, administrative and support systems, and internal reporting

relationships; identify opportunities for improvement; direct and implement changes.

5. Plan, direct, and coordinate 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.
6. 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.
7. Develop, coach and mentor staff and maintain effective working relationships with personnel at all organizational levels, use good judgement and discretion in dealing with sensitive and difficult matters.
8. 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.
9. Ensure all department personnel are oriented in department procedures, safety practices, systems operations, and other governing regulations.
10. Explain, justify, and defend department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
11. 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.
12. 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; oversee development and design of capital improvement projects; oversee the funding, contract administration, and construction inspection of capital improvement projects.
13. 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.
14. Oversee the District's commercial Fat's Oil & Grease (FOG) source control program.
15. Coordinates activity between the District and other entities regarding the regional, industrial pretreatment and storm water programs.
16. Works with applicants and LAFCO regarding proposed annexations to the District.

17. Provide staff assistance to the General Manager; prepare and present staff reports and other necessary correspondence.
18. 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.
19. Meet with contractors, developers, other government officials, and other professionals about 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.
20. Participate in public education and outreach efforts to support the vision, mission, and values of the District.
21. 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.
22. Coordinates environmental issues and will serve requests with other entities and project developers.
23. Communicate effectively both orally and in writing to the Board, management, other public agencies, engineering firms, contractors, and the public.
24. Supervise and train staff; plan, organize, direct and coordinate work.
25. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
26. Direct contractors regarding District requirements for sewer construction.
27. Develop, review, and modify engineering and construction drawings, plans and specifications.
28. Maintain accurate and complete records of all work performed in writing and in software applications.
29. Perform mathematical principles as applied to civil engineering work, collection systems and surveyor stationing data.
30. Respond to common inquires or complaints from customers, regulatory agencies, or members of the business community.
31. Interpret and apply applicable federal, state and local policies, laws, and regulations.

32. Assume the duties of the General Manager in their absence, except as restricted by the State of California Municipal Utility District Act.

Physical Demands and Working Environment:

The physical demands described 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. Employees must have the ability to safely perform the necessary functions of the position with reasonable accommodation, unless such accommodation is impracticable or otherwise presents a safety hazard for other employees or the general public.

Specific Physical Requirements to Perform Duties:

- a. Capable of meeting the basic job duties as defined in Physical Demand Assessment PD-101.
- b. Stand, walk, reach with hands and arms, stoop, or kneel.
- c. Sit at a computer workstation for extended periods of time and occasionally climb a flight of stairs. Ability to climb up and down ladders as needed.
- d. Ability to carry equipment for field work.

Ability to Successfully Pass Medical Examination Based on:

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

This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.