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| Job Classification: | District Engineer |
| Representation: | Management and Confidential Unit |
| FLSA: | Exempt |
| Effective Date: | April 2014 |
| Revision Date: | February 2018 |

Classification specifications, i.e. Job Descriptions are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Furthermore, specifications are not intended to reflect all duties and responsibilities of an incumbent in the classification.

Summary

Under general direction of the General Manager this single position classification plans, organizes, directs and reviews the activities and operations of District engineering functions, activities, projects and programs, including complex projects involving highly technical functions related to water and wastewater systems, significant interaction with outside agencies and the general public, engineering design, securing permits and project construction activities as a seasoned professional engineer. Additionally, this position is responsible to oversee the development and integration of design and development standards of multi-faceted project delivery programs from concept to acceptance including the integration with the O & M programs.

Supervision Received and Exercised

Direction is given by the General Manager. Direct and general supervision is exercised to resource staff as well as functional authority and responsibility for overseeing complex engineering projects and studies

Essential Duties - *The following duties are typical for this position. Depending upon the assignment, the employee 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 District needs and changing business practices. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.*

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department.
- Develops new goals, objectives and procedures to assist the General Manager towards accomplishment of the diverse responsibilities within the district.
- Prepares and administers the department's budget including development of the capital improvement program, projects and other expenses.
- Manages and directs the implementation of projects, programs and responsibilities as assigned, including engineering design documents, negotiation and implementation of agreements and contracts, development of grant funding or other funding by outside agencies or organizations.

- Develops work plans; assigns work activities, projects and programs; monitors workflow; reviews and evaluates work products, methods and procedures ensuring production expectations are balanced with risk and financial objectives.
- Plan, direct, oversee and perform as needed the design, public bidding, construction, construction management and implementation of complex water, wastewater, recycled water, or related projects to advance the objectives of the District.
- Plan, direct, oversee and perform all environmental and permitting efforts relating to capital improvement projects, such as development of CEQA documents, consultation with biologist and archeologists, prepare and file applications for Section 404/401 and Section 1600 permits, use permits, encroachments, and stormwater permits.
- Coordinate, correspond with local, state and federal agencies in support of the Districts capital program and in support of the District's operations and maintenance divisions. Oversees, manages and directs the work of outside contractors, consultants and developers observing all applicable District policies and procedures; reviews and evaluates work products and/or services for compliance with District's objectives.
- Review and approve subdivision development plans relating to the extension of the District's water and wastewater facilities and assess development related impacts.
- Approves and/or accepts technical reports, designs and the completion of projects.
- Represents the District to outside groups and organizations; makes presentations to the Board of Directors and outside organizations.
- Researches and prepares technical and administrative reports and studies; prepares and directs the preparation of written correspondence, procedures and other written materials.
- Maintains awareness of new technologies, developments and tools available to improve efficiency and effectiveness in operation of the Department.
- Attends evening meetings as required.
- Oversees mapping, right-of-way and easements.
- Establish and maintain an effective and cooperative working relationship with coworkers through knowledge of work, personal and professional conduct, and good judgment.
- Regular attendance and adherence to a personal work schedule that enhances the efficiency of the overall work of the Department and provides required support to other Departments of the District.
- Perform related duties as assigned or required for the ongoing operation of the District's business.

Qualifications - *Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying.*

Knowledge of:

- Principles and practices of engineering methods, analysis and practices as applied to planning, design, cost estimating, construction, installation, operation and/or inspection

as applied to water and wastewater systems and facilities, public works, and related construction projects, (i.e. water treatment, pumping plant, wastewater treatment plant and pipeline design and construction experience).

- Principles and practices of environmental impact assessment and the related regulatory processes.
- Principles and practices of project management, policy development and implementation.
- Familiarity with land use and development practices for the assessment and delivery of utility and related infrastructure.
- Applicable State and Federal laws, codes and regulations.
- Principles and practices of budget development, administration and accountability.
- Principles of personnel management including supervision, work planning, training, employee development and annual performance evaluations.
- Computer applications appropriate to the work including word processing, spreadsheets, modeling, design, maintenance and construction management software.
- At a minimum be able to effectively utilize AutoCAD drafting and design software to perform basic functions such as opening, reviewing, amending and printing/plotting technical drawings and details.
- Principles and practices of effective customer service.
- Microsoft Office Suite programs for word processing and spreadsheets.
- Standard business practices such as letter writing, report writing, preparing informational materials in visual formats.
- English language usage, spelling, grammar, and punctuation.

Ability to:

- Plan, direct and control the administration and operations of the Engineering Department.
- Effectively manage the work of consultants and contractors.
- Write grants related to District's engineering projects; develop and monitor grant management program.
- Prepare and administer department budget.
- Organize, direct and implement complex projects and programs including public outreach activities and interaction with outside agencies; communicate complex technical and policy-oriented materials.
- Provide for the selection, training, development, motivation and work evaluation of staff.
- Develop and implement goals, objectives, policies, procedures and work standards.
- Interpret and explain District policies and standards, and public agency regulations and guidelines.
- Effectively present information to public groups, and/or Boards of Directors.
- Maintain a high level of confidentiality with discretionary knowledge.

- Provide leadership and management of the department through coaching and facilitating employees working in a team environment.
- Recognize and resolve conflict situations in the work place, including planning for them, solving them when they occur, and communicating outcomes reached.
- Be adaptable to performing under varying levels of stress; and to deal with people beyond giving and receiving instructions.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Plan, coordinate, and organize work to meet deadlines with accuracy, thoroughness, and attention to detail.
- Work independently and prioritize multiple tasks often under time constraints and with limited supervision.
- Read, understand and carry out written and oral directions in a clear, concise, and consistent manner.
- Operate a variety of automated office machines typical of a work environment such as a multi-function printer/copier/scanner machine, and fax machine.
- Operate a computer for the effective operation of the Department including word processing, database, spreadsheet, presentations, e-mail, internet and an integrated accounting software package.
- Communicate clearly and concisely both orally and in writing with District staff, co-workers, consultants and the public; in one-to-one and group settings.

Education and Experience: *Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying:*

- Bachelor's degree (B.S.) from an accredited college or university with major course work in civil engineering or a related field; Master's degree in a similar field is highly desirable.
- A minimum of Ten (10) years of increasingly responsible experience in engineering, planning or management, including at least five (5) years of management/supervisory experience.

Licenses and Certifications

- Possession of a Certificate of Registration as a Professional Civil Engineer in the State of California is required.

Physical Requirements

While performing the duties of this job, the employee is regularly required to sit at desk and in meetings for long periods of time, on a continuous basis; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; reach with hands and arms; use a telephone or other electronic communication devices; communicate orally and through written means; use standard office equipment such as computers, copiers, and FAX machines; write or use a keyboard to perform assigned design and drafting duties; bend, squat, climb, kneel and twist while checking equipment or performing field work; stand and/or walk

over both even and uneven ground; occasionally climb stairs, stoop, kneel, crouch, or walk and/or stand on slippery surfaces; occasionally lift and/or move up to 25 pounds; hearing and vision within normal ranges with or without correction.

Work Environment

Work is generally carried out in a typical office setting with regular field visits requiring the operation of a motor vehicle and occasionally traversing uneven terrain or climbing facilities in inclement weather. While performing the duties of this job, the working conditions are largely those of a typical office environment, with temperatures occasionally too warm or too cold, moderate noise levels and under lighting conditions typical of an office. However, visits to the field may be required where the employee may be exposed to weather extremes of heat and cold, allergens, high level of noise, fumes or airborne particles, and toxic or caustic chemicals.

Additional Requirements

- 18 years of age.
- Valid California Driver's License issued by the California Department of Motor Vehicles.
- Eligible to work in the United States.