



CLASSIFICATION SPECIFICATION

ENGINEERING SERVICES MANAGER

Department: Engineering
Range:

FLSA Status: Exempt
Effective Date: January 18, 2013

General Purpose

Under general direction from the Assistant General Manager, to plan, organize and coordinate the District's engineering, planning, design, geological investigation, construction and inspection functions; to ensure that all proposed water facilities meet District needs and/or standards; to develop and manage all aspects of planning documents related to the Water Master Plan, Urban Water Management Plan, and Water Supply Assessments; to perform administrative, operational and management analyses related to consumption and production information; to develop internal data collection systems for tracking and analyzing data for water planning; to participate in the management of GIS data and implementation; to supervise engineering and technical support staff; and to perform related duties as required.

Essential Duties and Responsibilities

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents may expect to perform other related similar duties.

- Administers construction contract activities and construction operations.
- Oversees design, special investigations, project planning and environmental compliance of District projects.
- Manages and delegates design work through consulting engineering firms, which includes the preparation of design data and official cost estimates.
- Budgets for design and construction activities and programs.
- Implements long range and immediate plans and objectives of the District, and formulates into specific capital improvement plans.
- Maintains District-wide capital improvement plan schedule; evaluates plans to ensure they are meeting planned scope of work, schedule and budget; performs field reviews of project activities.
- Participates in conferences and discussions with various field representatives for the purpose of reviewing potential problem areas.

- Provides engineering expertise, guidance and planning for the District's construction program; provides technical and professional guidance to all assigned personnel.
- Prepares revisions to plans, reports and specifications for approval by the General Manager.
- Ensures operational and administrative completion before transferring projects from construction phase to operation and maintenance status.
- Attends various meetings and coordinates with other District departments and with various local, state and federal agencies regarding implementation and explanation of new programs, problem resolution, and explanation of policies and objectives of the District.
- Provides recommendations for the development of revenue programs which recover the District's costs of providing engineering services.
- Checks plans of proposed water facilities to be installed in the District; issues will serve letters with conditions.
- Manages the District's construction inspection services which include the collection of fees.
- Selects, trains, supervises and evaluates subordinates.
- Develops and implements District's standards and procedures for engineering related functions; maintain District's construction records.
- Oversees inspection work orders and proper receipt of assets; monitors development activities as necessary to ensure that easements, land and other assets are transferred into the District's name.
- Negotiates, in conjunction with other District management, all developer agreements and reimbursement agreements, in order to provide for the orderly and equitable administration of developer contributed assets.
- Plans, organizes, coordinates, directs or conducts administrative and management studies relating to the District's water resources and water use efficiency activities.
- Coordinates planning, analysis and development for special projects and studies; leads in the development and regular update of the District's Water Master Plan, Urban Water Management Plan and Water Supply Assessments.
- Gathers, analyzes and interprets data related to water supply and demand.

- Develops growth projections; creates computer hydraulic models that simulate supply, demand and operational criteria of the District's water distribution system for future service levels, feasibility studies, and facility enhancement planning. Discusses findings with management and prepares reports of study conclusions, and makes presentations of study results and recommendations.
- Assists in monitoring performance and progress in executing water resource District goals and objectives. Identifies deficiencies in current data collection systems and recommends new and efficient changes; designs and develops report formats to meet management information needs.
- Establishes and maintains various electronic record keeping systems from which to integrate, store, and sort critical data; manipulates, summarizes, and extracts data for use in various reports; audits and ensures accuracy of records and files. Works closely with Information Technology staff to develop or modify systems to provide required data.
- Assists in organizing and managing GIS data and implementation.
- Works closely with Operations Department to optimize designs that enhance the District's ability to reduce operating and construction costs while maintaining flexibility and reliability.
- Modifies, develops, and implements policies and procedures as needed to meet the operational needs of the District.
- Coordinates and collaborates with other functional departments to ensure the Engineering Departments' goals and objectives are properly aligned with those of the District.
- Participates in District safety meetings.
- Performs other related duties, as assigned.

Qualifications

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Advanced principles and practices related to professional civil engineering.
- Principles of management, administration, finance, and controls in a utility organization.
- Water production, treatment, and distribution systems including their design, operation, maintenance, equipment, and related material.

- Engineering economics and construction project management.

- Pertinent Federal, State, and local laws and regulations.
- State, County, City, Utility and Department organizational relationships.
- Personal computers and engineering related software applications including Auto Cad and GIS.
- District organization, functions, and policies related to engineering.
- Safe work practices.

Ability to:

- Apply direct engineering principles and practices to the solution of specific engineering problems for the District.
- Interpret and analyze technical information, make independent judgments, and implement recommendations through subordinate staff.
- Plan, organize, administer, coordinate, and direct the activities of multiple engineering related functions.
- Exercise tact and deal effectively with co-workers, officials and representatives of other jurisdictions, departments, and the general public.
- Select, train and evaluate subordinate technical personnel.
- Establish and maintain cooperative working relationships with others.
- Organize work and staff who are involved in data collection/entry.
- Communicate clearly and concisely, both orally and in writing.
- Operate a vehicle observing legal and defensive driving practices.
- Operate standard office equipment, personal computers, Internet, Microsoft Office software products, and engineering related software including Auto Cad and Arc view.
- Observe proper safety precautions.

Minimum Qualifications

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education:

Graduation from an accredited college or university with an Associate's Degree in Engineering, Business, Environmental Science or a related field, and

Experience:

A minimum of seven (7) years of progressively responsible experience in water civil engineering construction and design work. Up to four (4) years of additional qualifying experience may be substituted for the required

education, on a “two for one” basis (two years of experience for one year of education).

Necessary Special Requirements

Must possess an appropriate valid, Class “C” Driver’s License issued by the California State Department of Motor Vehicles, and a good driving record.

Physical Tasks and Environmental Conditions

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis.

While performing the duties of this classification, an incumbent is regularly required to use hands and fingers to handle, or feel. The employee is frequently required to talk, hear, taste or smell, and to sit and reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Article 3.306

Advancement in salary is not automatic. It should be considered a reward for meritorious service. The General Manager may authorize the advancement of an employee who has performed twelve (12) months continuous satisfactory service. An employee who furthers his/her knowledge in the field or employment may become eligible for consideration of a salary review by the General Manager. The General Manager may authorize reimbursement to the employee for cost of tuition, registration fees, required text books, certification costs and other related charges upon proof of receiving a passing grade, and /or certificate, whichever may be appropriate or both.

THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.