VALLECITOS WATER DISTRICT

DISTRICT ENGINEER

DEFINITION

Under general direction, plans, organizes, coordinates, and manages the various engineering functions of the District, including planning, environmental compliance, facility design, mapping/GIS, Asset Management, and specifications prepared by others and District staff for development, capital facilities, and existing infrastructure; formulates and implements policies and procedures; oversees Engineering budget; performs related work as assigned.

CLASS CHARACTERISTICS

This single position class reports to the General Manager and is responsible for the development and management of programs related to the District's engineering functions. The employee must also function as a member of the District's management team and participate actively in addressing issues of concern to the District which at times may not have a direct impact on the employee's area of specialization.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

- Manages and oversees operation of assigned divisions; develops and implements goals, objectives, and works standards for the department; monitors workload, output, and efficiency of assigned divisions; plans, schedules, supervises, reviews, and evaluates the work of assigned staff; provides training and development to assigned staff; provides assistance to staff in resolving problems;
- Provides daily supervision of supervisory staff and monitors employee certification, training, and safety programs;
- Performs contract administration and review of planning documents, design plans, and specifications prepared and submitted by consultants, other agencies, outside businesses, developers, mapping/GIS, and construction inspection; performs related work as assigned;
- Develops and implements goals, objectives, and work standards for the District's engineering activities including the processing of development projects, environmental compliance, plans and specifications, design and review, GIS/mapping, construction inspection, and contract administration;
- Manages long range planning and development of District engineering functions; provides budget projections for areas supervised and monitors costs throughout the year;
- Manages and implements District Asset Management program in coordination and cooperation with Operations & Maintenance and Finance departments;
- Represents District to other government agencies, community groups, boards, developers, contractors, and the public in relation to engineering work activities;
Performs interagency negotiations and contract review in relation to joint engineering projects;

• Presents Engineering related items to the Board, public, and other outside stakeholders;

• Participates in the selection of staff; evaluates supervisors and reviews evaluations of other staff; conducts or directs staff training and development; approves leave requests; recommends disciplinary actions;

• Reviews acquisition requirements and develops recommendations regarding the purchase of engineering equipment;

• Coordinates projects and reviews the work of the consulting engineers, inspectors, developers, contractors, and others assigned to projects. Coordinates engineering activities with other District functions as needed;

• Responsible for inspection of all work under construction to ensure compliance with District procedures and standard specifications. Ensures compliance with environmental impact studies;

• Oversees the maintenance of standard specifications and District maps and maintains the District’s Master Plan Facilities; initiates improvements and updates as required;

• Reviews and makes suggestions for the development and administration of engineering related contracts;

• Holds regular meetings with staff to communicate expectations, receive feedback, resolve problems, develop trusting relationships, provide motivation and employee recognition, stay abreast of staff’s work activities, and provide required resources for work assignments;

• Operates copiers and a variety of office equipment;

• Performs duties in a professional manner and works well with others or in a team setting;

• Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public;

• Regular attendance and adherence to prescribed work schedule to conduct job responsibilities;

• Observes safe work practices and safety methods; performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge, Skills, and Abilities

Knowledge of:

• Civil engineering principles, practices, and techniques applicable to the planning, design, construction, and operation of water supply and wastewater collection and reclamation systems and facilities;

• Relevant environmental compliance rules, regulations, standards, and laws;

• Plans and specifications review standards;

• Principles and practices of contract administration;

• Computer user applications related to engineering work;

• Pertinent local, state, and federal laws, rules, and regulations;

• Work safety standards and requirements; District policies, rules, regulations, and procedures;

• Principles of supervision, training, and management including selection, work evaluation, and discipline;

• GIS and mapping applications.

Ability to:
Plan, organize, manage, and administer a variety of complex engineering functions of the District;
Select consultants and contractors; assess final work product for compliance with contract or agreement;
Establish and maintain effective working relationships with staff and others;
Oversee the establishment and maintenance of certification, training, and work safety programs;
Maintain accurate records and prepare clear and concise reports;
Perform comprehensive administrative reviews of work activities, costs, staffing requirements, equipment uses, and time requirements;
Effectively represent the District with the public, contractors, and other organizations
Analyze complex problems, evaluate alternatives, and reach sound conclusions.

Education & Experience

Any combination of education or experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be: Bachelor's degree in civil engineering or related engineering field, and; six years of professional engineering experience in the design, construction, maintenance, or operation of water distribution facilities and/or wastewater collection, treatment, and reclamation facilities which included a minimum of two years in a supervisory or management position in one or more of these areas. Experience in a water or wastewater agency is preferred.

Licenses, Certificates, and Special Requirements

- Possession of a valid and current California Professional Engineer’s license is required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees may be required to wear and/or use personal protective and other safety equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; use hands and fingers to grasp and feel objects, tools, or controls; and reach with hands and arms. Employees are occasionally required to stand, walk, stoop, kneel, crouch, or reach and may occasionally be required to lift up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Environment: Office environment. Frequently works in or around areas with minor amounts of dust. Some work done on ladders up to 4 feet above ground. Infrequent work done in field setting. Noise level is usually quiet.
I have reviewed this Job Description with my Supervisor and agree with its contents.

__________________________________________ Date
Employee Signature

__________________________________________ Date
Supervisor Signature

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.