

Director of Engineering Services

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general administrative direction directs, manages, supervises, and coordinates the activities and operations within the Department of Engineering. Provides highly responsible and complex assistance to the Assistance General Manager and other internal departments.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the General Manager.

Direct supervision is provided to the Engineering Manager (Capital & Development) and the Engineering Manager (Planning & Water Resources).

ESSENTIAL FUNCTION STATEMENTS—*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Directs all department activities including management of staff and oversight of consultants to ensure the results are accomplished efficiently and in accordance with acceptable standards for quality and integrity, compliance with applicable laws, regulations, policies, and procedures.
2. Manages the development and implementation of departmental goals, objectives, policies, and priorities for each assigned division.
3. Develops, prepares, and presents reports, providing advice to the Assistant General Manager regarding engineering issues.
4. Oversees the resolution of escalated customer issues including those from other staff or the Board of Directors; communicates the results of analysis and the decision reached.
5. Oversees the preparation and submission of Department budget; manages the Department's budget after adoption; approves expenditures; approves budgetary adjustments as appropriate.
6. Selects, trains, motivates and evaluates assigned personnel; provides and/or coordinates staff training; works with employees to correct deficiencies; implements disciplinary procedures.
7. Represents the Department with other departments, elected officials, and outside agencies.
8. Provides responsible staff assistance to the Assistant General Manager; attends a variety of Board and Committee meetings; prepares, reviews, and presents staff reports and other necessary correspondence.

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9. Explains and justifies departmental programs, policies and activities; negotiates and resolves controversial issues; investigates and responds to difficult and sensitive customer inquiries and complains.
10. Oversees developments and implementations of engineering planning, design, construction, and inspection activities; participates in strategic planning related to water and sewer system capital improvement projects.
11. Directs the hiring, use, and management of engineering consultants and contractors; oversees contract administration issues; monitors progress, costs and schedules of engineering projects and prepares reports summarizing the same.
12. Through subordinates and supervisors, manages and oversees construction, industrial waste, and cross connection inspection work programs.
13. Performs related duties and responsibilities as required.
14. Regular attendance at the worksite.

Marginal Functions:

Perform related duties and responsibilities as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Principles of management and administration. Relevant Federal, State and local laws and regulations.

Principles of employee supervision, training and personnel management.

Civil engineering principles, practices and methods, particularly as applied to water and wastewater utilities, public works, and land development.

Engineering economics including cost/benefit analysis.

Engineering and capital project management methods and techniques.

Methods and techniques used in conducting construction inspections, industrial waste inspections, and cross connection inspections.

Business letter writing and report preparation. Budget administration.

Skill in:

Using a personal computer and related software for business and engineering applications.

Ability to:

Plan, organize, and direct an effective engineering program.

Develop and administer department goals, objectives, and procedures.

Analyze and assess programs, policies, operational needs, and make appropriate adjustments.

Identify and respond to sensitive community and organizational issues, concerns and needs.

Delegate authority and responsibility and ensure accountability.

Assign, supervise, and evaluate the work of subordinate staff.

Prepare and administer budgets.

Explain technical issues to non-technical persons.

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Represent the District effectively with outside organizations and individuals.

Prepare written reports and make oral presentations to public bodies.

Understand and carry out oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing, and operating assigned equipment.

REQUIRED QUALIFICATIONS

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five (5) to seven (7) years of increasingly responsible civil engineering experience in a public water or wastewater utility or related field including three (3) years in a supervisory role.

Training:

Possession of a Bachelor's degree from an accredited college or university with major course work civil engineering, business or public administration or a related field. Graduate degree in business administration, public administration or management is desirable.

License/Certification

Possession of valid registration as a Professional Civil Engineer in State of California.

Possession of a valid State of California valid drivers' license and a satisfactory driving record.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands and working environment demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Standard office setting; frequent interaction with District staff and the general public.

Physical:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employee is frequently required to walk and stand.

Mental:

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning;

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learn, and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with District managers, staff, applicants, other governmental officials, and the public.

Vision:

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.

Hearing:

Hear in normal audio range with or without correction.

JOB STATUS: Exempt

DATE ADOPTED: March 27, 2018