

# **CALLEGUAS MUNICIPAL WATER DISTRICT JOB DESCRIPTION**

**Job Title: MANAGER OF ENGINEERING**

**Division: Engineering**

**FLSA Status: Exempt**

**Reports to: General Manager**

**Position Type: Full Time**

**Revision Date: October 2010**

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## **POSITION SUMMARY**

Under general supervision and direction of the General Manager, the Manager of Engineering plans, organizes, manages, directs, and supervises the engineering and construction operations and functions of the District. Develops and implements the District's capital improvement program, which includes heavy civil capital construction projects including large diameter pipelines, pump stations, reservoirs and water treatment plants. The Manager of Engineering is a high level managerial position distinguished by the position's responsibility for exercising a wide latitude of independent decision making and responsibilities in directing the day to day duties of staff.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

### General

- Plans, organizes, coordinates, directs, and reviews the work of professional and technical engineering and construction management staff.
- Prepares and carries out personnel, budgeting, and training activities as they relate to project management, construction management, and administrative staff.
- Develops and implements the Capital Improvement Program and budget for major construction projects to meet reliability and water quality goals of the District.
- Identifies necessary improvements to existing facilities and systems and identifies new facilities required to solve deficiencies in existing systems or improve the ability of the District to deliver water to existing or future customers.
- Oversees the development of engineering plans and specifications, including the establishment of general engineering standard details and specifications.
- Oversees design of heavy civil construction projects, including review and quality control of plans and specifications, coordination with operations and maintenance staff and outside agencies, and right-of-way negotiations.
- Oversees the construction and inspection of heavy civil construction projects to ensure compliance with contract plans and specifications, permits, codes, regulations and laws, including coordination and negotiation with contractors.

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- Directs the preparation of engineering and water quality studies, analyses, and reports.
- Develops, negotiates, and manages agreements with contractors, consultants, public agencies, and private companies.
- Provides consultation for Board members and General Manager regarding engineering issues and problems.
- Effectively represents the District in coordination and negotiations with other utilities, regulatory agencies, governmental bodies, planning agencies, trade and professional associations, technical groups, contractors, and developers.
- Regularly updates the General Manager regarding personnel operations, problems, policies, and administrative information.
- Represents the District in inter-agency, industry association, community and professional meetings represents meetings and conferences to ensure District interests are communicated on issues of concern to District.
- Routinely makes presentations regarding engineering, construction, and water quality issues to the Board of Directors and other organizations.
- Be called upon to respond to emergency call-out.
- Perform other duties as directed.

## **JOB REQUIREMENTS**

The Manger of Engineering is expected to possess a wide range of skills, talents and knowledge necessary to manage the Engineering Division effectively. The position requires strong analytical ability, excellent interpersonal skills with strong oral and written communication skills, a high level of productivity, excellent quality control abilities, and the ability to perform research and make value-added conclusions. To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

### Education and Experience:

- A Bachelor's and/or Master's Degree in civil, mechanical, or environmental engineering, construction management, or similar field from an ECPD accredited institution.
- Possession of a valid and current certificate of registration as a Civil or Mechanical Engineer issued by the State of California.
- A minimum of seven years of progressively responsible professional engineering experience in design and construction of water treatment and distribution facilities.
- A minimum of five years performing or managing design of water infrastructure projects.
- A minimum of five years of large construction management experience.
- A combination of formal education and practical experience in an equivalent position is qualifying.

### Knowledge of:

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- Principles and practices of civil engineering with particular emphasis on the design, permitting, and construction of water development and distribution, water treatment, groundwater, and other hydraulic projects and facilities.
- Contract administration and construction management of public works projects.
- Principles of engineering economics and their practical application to water development, water distribution, water treatment, and groundwater projects.
- Public finance, budget development and fiscal controls, and capital improvement fiscal planning.
- Laws, rules, and ordinances relating to permitting of construction projects, public contracts, water quality, and water treatment.
- Principles and practices of water supply development, chemical and biological aspects of water pollution, and local water problems, including their relationships to State and regional plans.
- Principles of organizational management, planning, staffing, supervision, and employee development.
- Principles and practices of personnel administration.
- Software programs for word processing, spreadsheet, time management, digital photography, and presentation (such as Power Point).

### Skills

- Ability to plan, organize, manage, and develop District engineering functions, particularly as they water system development, water treatment, ad conjunctive use.
- Ability to develop and implement long-range capital improvement plans and budgets.
- Ability to make sound decisions regarding design, construction, cost analyses, management and coordination of significant sized water projects.
- Ability to simultaneously manage multiple projects with varying degrees of complexity in a timely manner under pressure of deadlines.
- Ability to effectively carry out personnel, budgeting, and training activities as they relate to District engineering staff.
- Ability to plan, organize, schedule workload, and motivate staff to maintain an output level of high quality and quantity.
- Ability to effectively oversee and provide quality control for the development of plans, specifications, technical reports, and District engineering standards.
- Ability to ensure proper completion and inspection of major construction projects.
- Speak effectively to diverse audiences, including Board members, professional and civic groups.
- Ability to communicate effectively District viewpoints orally and in writing, with employees, consultants, engineers, other agencies, and contractors.
- Ability to participate in and contribute to meetings and conferences with personnel of various professional and non-professional backgrounds to develop plans, solve problems, and reach agreements.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Interact and negotiate tactfully and effectively with staff, contractors, developers, engineers, regulatory authorities, permitting agencies, the public, other government

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agencies, professional engineering consultants, other consultants, and representatives of other utilities.

- Command respect of associates through knowledge of work, personal and professional conduct, good judgment, sound decisions, integrity, and exemplary performance.
- Proficient in word processing, spreadsheet, time management, and presentation computer applications.

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises Engineering Division project management, inspection, and administrative staff by carrying out supervisory responsibilities in accordance with the District policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; annual performance reviews; rewarding and disciplining employees; addressing complaints and resolving problems. Prepares schedules, verifies time sheets and approves overtime when necessary.

### **EQUIPMENT TO BE USED**

Must be able to operate a District vehicle, computer and standard office machines such as fax, calculator, telephone, copiers etc.

### **PHYSICAL AND MENTAL REQUIREMENTS**

The physical and mental requirements described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Physical:

- Requires sitting, standing, bending, and reaching; talk or hear, in person, in meetings and by telephone.
- Requires manual dexterity and use hands and fingers to handle and feel sufficient to operate a District vehicle, computers and standard office machines such as fax, calculator, telephone, copiers etc.
- Requires normal range of hearing. Specific vision abilities required by this job include close and distance vision and the ability to adjust focus. May require lifting up to 25 pounds

#### Mental:

- Required to use written and oral communication skills; read and interpret complex data, information and documents;
- Required to make presentations;
- Required to analyze and solve problems;
- Required to observe and interpret people and situations;
- Required to use math and mathematical reasoning; learn and apply new information or skills;
- Required to perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines;

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- Required to interact with District executives and managers, District board members, other governmental officials, state legislators, employees and the public.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works under typical office conditions, and the noise level is usually quiet. However, periodically the duties require work outdoors with exposure to construction and industrial environments, including water treatment plant, well fields, pipelines, support structures, construction sites and open space environments. While performing the duties of this job, the employee will periodically be exposed to outside weather conditions. The employee can be exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; and vibration. The noise level at construction sites is occasionally loud. Employee is a designated Emergency Services Worker and is occasionally called upon to work odd schedules.

## **SPECIAL REQUIREMENTS**

- Possession of a California Operators license issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates.
- The applicant will agree to authorize background reference checking with past employers and personal references.
- The applicant or incumbent will agree to submit to and must pass the District's pre-employment, post-offer medical examination including drug and alcohol screening performed by a physician chosen by the District.