



Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Job title	Engineering Manager – Water / Engineering Manager – Wastewater
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GENERAL PURPOSE

Under general administrative direction, manages, plans, organizes, directs and implements comprehensive strategies in support of District’s Capital Improvement Program implementation including engineering design of large potable water, wastewater and recycled water treatment, collection and distribution systems; plans, organizes and directs the activities and staff of the District’s Engineering Department within the specific core services of water, wastewater and recycled water; oversees, reviews and coordinates the work of consultants engaged in the engineering design of the District’s treatment, storage, distribution and collection systems and facilities; ensures effective and efficient high-quality work in the managed programs; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a professional engineering manager classification that assumes full management responsibility for all activities of the Engineering Department including implementation of the annual multi-million-dollar Capital Improvement Program specific to support the core services, as well as providing input and support in the development and administration of departmental policies, procedures, and services. This class provides assistance to the department director on a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires understanding of public policy, District functions and activities, including the role of the District’s Board of Directors, and the ability to develop, oversee, and implement projects and programs within the specific core service(s). Responsibilities include coordinating, when necessary, the activities of the specific core service(s) with those of other departments and outside agencies and managing and overseeing the core service(s) program. Incumbents are accountable for accomplishing program and operational goals and objectives and assisting in furthering District goals and objectives within general policy guidelines.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative and general policy direction from the Senior Director of Engineering. Exercises direct supervision over supervisory, professional, and technical staff within assigned teams.

TYPICAL 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.

- Manages, plans, organizes, controls, integrates and evaluates the work of the assigned core service(s) program; directs and manages the work of staff supporting comprehensive core service(s) program and project development and implementation; ensures programs are designed and administered to meet the District's needs, and consistent with District, state and federal requirements, and sound professional principles and practices.
- Oversees and participates in the development, implementation and evaluation of short and long-term plans, policies, systems and procedures to achieve annual goals, objectives and work standards focused on achieving assigned priorities of the District's Capital Plan and refurbishment and replacement plan.
- Oversees and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, consultants, contractors, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary to meet changing conditions.
- Manages the development of and monitors performance against the CIP annual budget.
- Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving the department's and the District's mission, strategic plan, objectives, and values.
- Manages and assists in developing, implementing and administering comprehensive programs, policies, guidelines and procedures related to the engineering design and construction of the District's systems and facilities; plans and directs project management activities within the core service(s).
- Participates on District technical committees pertaining to the design and construction of facilities, including electrical, mechanical, structural, civil, architectural, and instrumentation elements.
- Manages and oversees the execution and implementation of the District's Capital Improvement Program in assigned engineering program area; develops and/or manages contract documents; develops method of project delivery; manages the review and approval of plans, specifications, estimates, calculations, and analyses for District and developer-driven projects within the District's jurisdiction; administers the planning, design, bidding, and construction of maintenance projects, and coordinates conflicts with District facilities that result from developer-driven projects outside of the District's jurisdictional boundaries.

- Performs high-level complex engineering work related to planning, design, and construction; prepares template calculator forms and employee manuals/procedures for efficient conduct of project analyses.
- Represents the District with consultants, contractors, and local jurisdictional agencies; prepares correspondence on technical engineering issues; coordinates water and sewer utility engineering and planning activities with other departments and outside agencies; revises design and construction standards to improve methods, procedures, and practices; makes authoritative interpretations of applicable laws, regulations, policies, and design standards; reviews and approves construction documents.
- Reviews project documents including, but not limited to, planning reports, feasibility studies, preliminary design reports, as-built records, and project communications; oversees the creation, deletion, and revision of planning and design criteria, standard drawings, specifications, and design guidelines for developer and Capital Improvement projects.
- Oversees preparation of requests for proposals; manages selection committee processes and participates in the evaluation of proposals and selection of consultants; negotiates scope of work and fees; manages consultant budgets and schedules; provides quality control, and reviews consultant deliverables.
- Prepares Board and committee letter packets for project approvals or policy direction and presents at Board and committee meetings; coordinates with other departments, units, agencies, and private firms/individuals; prepares and presents presentations to the public, other external agencies, and at professional conferences.
- Within assigned areas of accountability, serves as the District's representative to professional, industry and community groups and customers and to other agencies, organizations, and individuals.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Organization and management practices as applied to the development, analysis and evaluation of programs, policies and operational needs of the assigned areas of responsibility.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to

ensure teamwork is conducted smoothly.

- Administrative principles and methods including goal setting, program development and implementation. Principles and practices of public administration, including budgeting, purchasing, and maintenance of public records.
- Organization, function, role and authority of a public agency Board of Directors.
- Principles and techniques of working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Theory, principles, practices and techniques of civil engineering as they apply to large, complex water, wastewater, and recycled water systems.
- Principles, practices, materials, equipment and techniques involved in the design, construction, maintenance and operation of a large water utility.
- Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
- Research methods and analysis techniques.
- The District's personnel policies and labor contract provisions.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and District staff.
- The structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Manage and direct staff and operations, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals and objectives, practices, policies, procedures, and work standards.
- Provide administrative, management and professional leadership for the District and the department.
- Analyze and make sound recommendations on complex management and administrative issues.
- Manage, plan, and direct the engineering design functions required by a large, complex water utility.

- Understand, interpret, explain and apply District policy and procedures governing assigned areas of responsibility.
- Present proposals and recommendations clearly and logically in public meetings.
- Represent the District effectively in negotiations.
- Develop and implement appropriate procedures and controls.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Prepare clear, concise and comprehensive correspondence, reports, studies, and other written materials.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Ten (10) years of progressively responsible post licensure/registration experience in the design and/or construction of large, complex water and wastewater systems, four (5) of which should be in a program management capacity, or four (5) years of experience as a Senior Engineer or two (2) years of experience as a Principal Engineer with the District or similar position outside the District.

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in civil engineering, or a closely related field.

Licenses/Certifications:

- A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.
- A certificate of registration as a Professional Engineer issued by the State of California.

PHYSICAL DEMANDS

The physical demands 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.

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen, and to operate a motor vehicle and visit various District sites; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Eastern Municipal Water District
Job Title: Engineering Manager
Last Update: January 2022

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>October X, 2020</i>
Date modified:	<i>January 2022</i>
FLSA determination:	<i>Exempt</i>

Job Description Acknowledgment

I have received, reviewed, and fully understand the job description for Engineering Manager. I further understand that this is an Exempt position and not eligible for overtime accrued hours or pay. I further understand that I am responsible for the satisfactory execution of the essential functions described herein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____