

JOB DESCRIPTION
Director of Engineering Services
Code Number: 02016

GENERAL PURPOSE

Under policy direction, plans, organizes, directs and implements comprehensive strategies and programs for engineering service support of a large potable water, wastewater and reclaimed water collection and distribution system; plans, organizes and directs the activities and staff of the District's engineering services department; ensures quality work results in the areas of engineering systems management, facilities location, maps and records, right of way acquisition and standby property tax; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single position class is responsible for managing and integrating a wide variety of functions, programs and staff engaged in engineering services support for the District's water production, wastewater collection and distribution systems/facilities. The incumbent exercises significant authority and independence in implementing a broad range of professional engineering services and programs in coordination with other District executives and managers.

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 class.

Plans, organizes, controls, integrates and evaluates the work of the Engineering Services department; with staff, develops, implements and monitors long-term plans, goals and objectives focused on achieving the department's mission and assigned priorities; participates in the development of and monitors performance against the department's annual budget; manages and directs the development, implementation and evaluation of plans, policies, systems and procedures to achieve annual goals, objectives and work standards.

Plans and evaluates staff performance; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching

FLSA DETERMINATION: Meets executive/professional exemption from overtime.

for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's personnel rules, policies and labor contract provisions.

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 plans objectives and values.

Develops, implements and administers comprehensive programs, policies, guidelines and procedures related to engineering maps/records, the facilities location program and right of way requirements, project management and control, administration of awarded grants, and technology support for the Engineering Branch.

Plans and directs the accomplishment of required underground facilities location activities.

Plans and directs the compliance and reimbursement of awarded grants and loans.

Reviews, prepares and approves right of way plans and legal documents; resolves conflicts with property owners; negotiates purchase of real property; prepares documentation for board eminent domain hearings.

Interacts with local government agencies, regulatory bodies and other utilities to secure permits, licenses and agreements and to coordinate overall engineering project execution.

Plans and directs all manual and computer-aided mapping and engineering drafting activities, including landbase map creation, facilities mapping, as-built drafting, GIS and engineering records archival.

Provides technical support for the District's \$4 million revenue standby tax program; provides support to annexation proceedings through Metropolitan Water District, LAFCO and the State Board of Equalization.

Assists the District's project engineers on project management and execution through input on budgets, schedules and problem resolution.

Ensures the maintenance of detailed records of department activities, plans and results.

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Monitors developments in areas of responsibility; analyzes proposed state and federal law, regulations and court decisions for their impact on District practices and operations; recommends and implements policy and procedure changes consistent with requirements; directs or conducts research and analysis of the District's needs and requirements in assigned areas of responsibility, recommends appropriate actions and implements programs.

Participates in the District's short- and long-range planning process for production, distribution and collection needs and requirements.

Conducts special studies assigned by DGM or GM.

Represents the District with other agencies, organizations and the public.

Performs related duties as assigned.

CONTINUOUS IMPROVEMENT RELATED DUTIES

Applies continuous improvement principles in the deployment of branch and department business plans, processes and performance measures, ensuring that they align with District's Strategies and Operational Plans.

Participates in organizational performance assessments and the system of continuous improvements and effectively integrates and evaluates the linkages between the District's key value creation and support processes and related key performance indices.

Ensures effectiveness of the business processes undertaken by the division, department, or branch.

Defines customer service segments being served and establishes processes to obtain feedback to improve performance.

Develops, maintains, and utilizes departmental performance indicators in making decisions; establishes performance criteria for assigned staff; ensures a thorough understanding of the Strategic Planning Cycle with each individual's responsibility associated with the cycle.

The incumbent, while exercising his/her authority, shall abide by and promote the District's values and beliefs and adhere to the District's ethics policy.

DESIRED MINIMUM QUALIFICATIONS

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Knowledge of:

Theory, principles, practices and techniques of engineering as they apply to a large, complex water and wastewater system; 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; principles and practices of budgeting, purchasing, and archiving of engineering records; research methods and analysis techniques; principles and practices of sound business communication; principles and practices of effective management and supervision; the District's personnel policies and labor contract provisions; organization and functions of a public board.

Ability to:

Analyze and make sound recommendations on complex management and administrative issues; plan and direct the engineering support 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; prepare clear, concise and comprehensive correspondence, reports, studies and other written materials; exercise sound, expert independent judgment within general policy guidelines; establish and maintain effective working relationships with all levels of District management, other governmental officials, consultants, vendors, employees and the public; exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.

Continuous Improvement Knowledge and Abilities**Knowledge of:**

The core values, concepts, and framework of continuous improvement criteria, including the principles of management by fact, and organizational and personal learning; the means of developing alignment between strategic goals and individual performance standards; practices of process mapping (control); practices of structured problem solving; the Strategic Planning Cycle and the various responsibilities within that cycle.

Ability to:

Develop a systems perspective for managing department operations and its key processes to achieve results; to use the seven continuous improvement categories

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and the core values as building blocks for department operations; define and explain key processes and process requirements within the department; develop and deploy strategic plan elements and key performance measures consistent with District goals; develop and maintain continuous improvement in all areas of operations; develop and monitor performance standards for all divisions within the department; ensure department goals and objectives are aligned with other departments, branches, and the District as a whole; track and monitor department performance; and make sound decisions based on departmental performance indicators.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited college or university with a bachelor's degree in civil, electrical or mechanical engineering, or a closely related field; and at least 12 years of progressively responsible experience in the engineering activities of a large, complex water and wastewater system, at least five of which were in a management capacity; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A certificate of registration as a Professional Engineer issued by the State of California is desired but not required.

PHYSICAL AND MENTAL DEMANDS

The physical and mental 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.

Physical Demands

While performing the duties of this class, an employee is regularly required to stand, walk and sit; talk and 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.

Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

Mental Demands

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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; critically analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; 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 management, other governmental officials, consultants, vendors, 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 class. 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.

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