

**JOB DESCRIPTION**  
**Director of Field Engineering**  
**Code Number: 02017**

**GENERAL PURPOSE**

Under policy direction, plans, organizes, directs and implements comprehensive strategies and programs for engineering construction and inspection of large potable water, wastewater and recycled water collection and distribution systems; plans, organizes and directs the activities and staff of the District's field engineering department; ensures high-quality work in the areas of construction contract administration and construction project inspection; 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 construction project management and inspection throughout the District. The incumbent exercises significant authority and independence in implementing a broad range of professional field 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 Field Engineering 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 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 the construction and inspection of the District's systems and facilities.

Plans and directs the process that manages the construction of District facilities by outside contractors; reviews construction process; approves monthly process payments to contractors.

Assists project engineers with plan and specification approval prior to putting the construction project out to bid; approves contract documents, RFI's, change orders, and other related project documents.

Provides technical assistance to department staff; ensures quality control of construction projects according to District specifications and standards; approves and coordinates construction contract change orders, where appropriate.

Leads and participates on District committees pertaining to capital construction projects; works with District staff, developers, contractors, consulting engineers and others regarding unusual construction problems.

Assesses and provides recommendations on construction contract claims.

Ensures the maintenance of detailed records of capital construction project activities, plans and results; manages the department's safety program; ensures safety training for unit employees.

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.

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Ensures the District's safety program and goals are implemented and carried out in the department; attends safety meetings and field audit sites.

Participates in the District's short- and long-range planning process.

Represents the District with other agencies, organizations and individuals.

Performs related duties as assigned.

### **CONTINUOUS IMPROVEMENT**

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, public codes, practices and techniques of engineering construction, land surveying, and contract administration as they apply to a large, complex water and wastewater system; principles, practices, specifications, materials, equipment and techniques involved in the construction and operation of a large water utility; federal, state and local laws, regulations, legal opinions and court

decisions applicable to water and sewer facility construction; principles and practices of contracting, budgeting, purchasing and records maintenance; research methods and analysis techniques; land surveying principles and practices; practices and techniques of sound business communication and contract compliance; principles and practices of effective management and supervision; the District's personnel policies and labor contract provisions; construction law.

**Ability to:**

Analyze and make sound recommendations on complex management and administrative issues; plan and direct the execution of public works construction contracts for large capital projects; understand, interpret, explain and apply District policy and procedures governing facility construction; review and approve plans and specifications; provide Party Chief-level experience with construction surveying methods and practices; 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, contractors, developers, 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

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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 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 engineering, construction management, or closely related field, or equivalent experience; and at least 10 years of progressively responsible experience in the design, construction and inspection of a large, complex water and wastewater system, at least five of which were in a management or supervisory capacity.

**Licenses; Certificates; Special Requirements:**

A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.

**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**

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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. The employee is occasionally required to climb, balance, stoop and crawl.

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

### **Mental Demands**

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 generally works under typical office conditions where the noise level is usually quiet. Periodically, the employee visits construction sites and is exposed to outdoor weather conditions and loud noise levels.

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