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.

<table>
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<tr>
<th>Job title</th>
<th>Director of Engineering</th>
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**GENERAL PURPOSE**

Under policy direction, 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; 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 department director classification that oversees, directs, and participates in all activities of the Engineering Department including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to executive management on a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge 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 in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering District goals and objectives within general policy guidelines.

**SUPERVISION RECEIVED AND EXERCISED**

Receives policy direction from the Assistant General Manager of Planning, Engineering and Construction. Exercises direct supervision over managerial, supervisory, professional, technical and administrative support staff through subordinate levels of supervision.
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.

- Plans, organizes, controls, integrates and evaluates the work of the Engineering Department; directs and manages the work of staff supporting comprehensive engineering 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.

- Manages and directs 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 the department's mission and assigned priorities including the District’s Capital Plan and refurbishment and replacement plan.

- Participates in the development of and monitors performance against the department's annual budget; negotiates contracts and agreements for engineering projects and programs.

- 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.

- Selects, trains, motivates, and directs department staff; establishes performance requirements and personal development targets; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, addresses performance deficiencies, in accordance with the District's personnel rules, policies and labor contract provisions.

- 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.

- Develops, implements and administers 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 for a diverse range of engineering projects; ensures the maintenance of detailed records of department activities, plans and results.
- Leads and participates on District technical committees pertaining to the design and construction of facilities, including electrical, mechanical, structural, civil, architectural, and instrumentation elements.

- Directs the preparation of a variety of design projects, studies and reports relating to current and long-range District capital improvement and facilities expansion needs and develops specific proposals to meet them; reviews, evaluates and approves plans for water and wastewater facility projects prepared by District staff and consulting engineers; recommends and coordinates design changes, where appropriate; works with developers, contractors, engineers, architects, and others regarding unusual design and construction challenges.

- Coordinates the selection of consulting engineers; negotiates the scope of services and fees with consultants and suppliers for incorporation into contracts and agreements; oversees, coordinates and inspects the work of consultants engaged in the engineering design of water distribution and sewer collection systems and facilities.

- Directs or conducts research and analysis of the District’s needs in assigned areas of responsibility, recommends appropriate actions and implements programs.

- Prepares, reviews and presents staff reports, various management and information updates, project status reports, business correspondence and related written documentation.

- 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 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:

Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
Plan, direct, oversee and manage the staff and operations of comprehensive engineering programs.
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.
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:

Eight (8) years of progressively responsible post licensure/registration experience in the design and/or construction of large, complex water and wastewater systems, three (3) of which should be in a management capacity.

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 Civil or Mechanical 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: Director of Engineering  
Last Update: October 2019

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

<table>
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<tr>
<th>Approved by:</th>
<th>Board of Directors</th>
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<tr>
<td>Date adopted:</td>
<td>October 2, 2019</td>
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<tr>
<td>Date modified:</td>
<td></td>
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<tr>
<td>FLSA determination:</td>
<td>Exempt</td>
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**Job Description Acknowledgment**

I have received, reviewed and fully understand the job description for Director of Engineering. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): ___________________________ Date: ____________

Employee Number: __________________________________________

Employee Signature: _________________________________________