



ENGINEERING MANAGER

Job Status: Exempt
Date Adopted: 06-2019
Date Modified: 07-14-2024

Safety Sensitive Position

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Water Resources & Planning – Under general direction, supervises and participates in the conduct of water resources studies, long-term programs regarding water resources planning and projects and programs, and environmental compliance; provides expert professional assistance and guidance to management on capital improvement planning and water resource planning; and performs related duties as assigned.

Capital & Development – Under general direction, supervises and participates in the conduct of complex engineering projects, engineering analyses, research, planning, and design for a variety of water and wastewater capital construction programs and/or maintenance/improvement programs; plans, organizes, directs and reviews the work of professional and technical staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The responsibilities of incumbents in this class include the supervision of professional and technical staff in the Engineering department. Incumbents are also expected to perform and administer highly complex professional engineering work requiring a substantial level of professional training and experience. Incumbents will develop mutually beneficial relationships, assign and prioritize customer requirements. Incumbents serve as professional resources for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Deputy Director of Engineering and/or Assistant General Manager. Exercises direct supervision over technical and administrative support staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. 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.
2. Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, ensuring alignment with the District's strategic and operational plans.

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3. Develops, prepares, and presents reports, providing advice and recommendations to the Assistant General Manager related to operational issues.
4. Oversees the resolution of escalated customer issues, including those from other staff or the Board of Directors; communicates the results of analysis and the decision reached.
5. Oversees the preparation and submission of the Department budget; manages the Department's budget after adoption; approves expenditures; approves budgetary adjustments as appropriate.
6. Selects, trains, motivates, and evaluates assigned personnel; provides and/or coordinates staff training; works with employees to correct deficiencies; implements disciplinary procedures.
7. Represents the District with other agencies, organizations, elected officials, and outside agencies.
8. Attends various Board and Committee meetings; prepares, reviews, and presents staff reports and other necessary correspondence.
9. Performs related duties and responsibilities as required.
10. District employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the District's needs, in addition to responding as a Disaster Emergency Service Worker.
11. Regular attendance at the work site.

Planning & Water Resources Discipline

1. Plans, organizes, controls, integrates and evaluates the work of a unit or project team of professional and technical staff; with staff, develops, implements, and monitors work plans to achieve goals and objectives; contributes to the development of and monitors performance against the annual department budget; supervises and participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives, and work standards; assists in the development and implementation of engineering standards and priorities.
2. Through subordinates, manages and directs a wide variety of planning and engineering projects designed to assist the District in planning for the development of water resources to meet future needs and requirements; oversees development and administration of various plans; represents the District in planning with regional and state agencies; manages the groundwater and recycled water management plans, including all applicable hydraulic analyses and modeling, monitoring, permitting and compliance activities.
3. Creates maintains and analyzes graphic and tabular geographic data in a multi-user editing environment. Ensures the integrity, quality and accuracy of a variety of GIS information and data.
4. Oversees and directs the District's GIS database by planning and implementing data model changes, adding and removing feature classes, tables and relationships, adding and removing fields, creating and updating domains and subtypes, assigning privileges and automating routine database

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administration tasks using python scripts.

5. Interprets engineering plans, plat maps, field reports and legal descriptions for GIS database development efforts; creates and maintains GIS database metadata and data dictionary to support enterprise GIS efforts for the District.
6. Oversees water use efficiency programs, legislation, ordinances, and practices that impact the District.
7. Oversees Environmental Services and gives general direction to staff for compliance with District, state, and federal regulations related to recycled water, cross-connection and industrial waste.

Capital & Development Discipline

1. Administers the design and preparation of major capital projects utilizing consulting engineering firms or in-house staff; prepares costs estimates; establishes the scope, schedule and budget for design projects; negotiates and manages consultant contracts; reviews drawings and specifications for compliance with District standards; interprets specifications and District policies and initiates or reviews change orders; prepares periodic project status reports; seals final plans.
2. Monitors, coordinates, evaluates and provides quality assurance to the development review process for development projects within CVWD service areas; reviews and approves developer plans, hydraulic calculations and analyses, and current planning for complex development projects involving water, sewer and reclaimed water plans-of-service consistent with District systems and Master Plan; meets with developers and their engineers to explain and clarify CVWD criteria.
3. Prepares correspondence on technical issues; coordinates engineering and planning activities with other departments and outside agencies; makes authoritative interpretations of applicable laws, regulations, policies, and design standards and approves construction documents.
4. Tracks, evaluates, and reports on design project progress to department management.
5. Oversees construction inspectors of capital and development projects.

KNOWLEDGE, SKILLS, 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; familiar with process mapping and structured problem solving; theoretical and practical knowledge necessary to develop and monitor individual performance standards, and insure they align with key performance measures for the unit.

Ability to:

Analyze and make sound recommendations on complex management and administrative issues; understand, interpret, explain and apply District policy and procedures governing assigned areas of responsibility; present proposals and recommendations clearly and logically in public meetings; develop and implement appropriate procedures and controls; analyze and make sound recommendations on

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complex management and administrative issues; 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, employees and the public; exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.

REQUIRED QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Job Title	Engineering Manager
Experience	<ul style="list-style-type: none">• Seven (7) years of professional civil engineering experience, including experience in public water/wastewater/utility, design and construction, and/or water resources, with at least two (2) years of experience in a supervisory or leadership capacity.
Education/Training	<ul style="list-style-type: none">• Possession of a Bachelor's Degree in Civil Engineering, Mechanical Engineering, or a related field.
Required License/Certification	<ul style="list-style-type: none">• Possession of a Professional Engineering License in current and good standing in the State of California.
Desirable Degree/License/Certification	<ul style="list-style-type: none">• Master's Degree in Civil Engineering, Mechanical Engineering, or a related field.• Professional Management Professional (PMP) certification and the CMMA, Certified Construction Manager certification.
DMV Class	<ul style="list-style-type: none">• Possession of a valid California Class C driver's license and a satisfactory driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The physical demands and working environment demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

The employee usually works under typical office conditions where the noise level in the work environment is quiet. Employees occasionally work in confined spaces and outside conditions, where they may be exposed to climatic conditions and where the noise level may be loud.

Physical Demands and Working Environment (continued):

Physical:

While performing the duties of this job, the employee is regularly required to sit and stand; talk and hear, both in person and by telephone; use hands to fingers, handle, and feel objects or controls; reach with hands and arms; and drive a vehicle.

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Mental:

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; 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 managers, staff, applicants, other governmental officials, and the public.

Vision:

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.

Hearing:

Hear in normal audio range with or without correction.