



Engineering and Operations Manager

Agency/Department: Planning and Engineering and
Operations

Reports to: General Manager/CEO

Supervises: Construction Administrator, GIS &
SCADA Systems Engineer, Contracts/Planning
Coordinator, Public Information/Technology
Administrator, and the Utility Operations Manager

At-Will Position

Approved by:
Date Approved: 12/8/09
Date of Last Revision: 05/14/13

JOB SUMMARY: Under limited direction plans, supervises, and coordinates professional engineering work in support of a wide range of complex projects for the District; serves as manager of more complex District planning, development and or capital project engineering projects; directs the work of subordinate and consulting professional and technical engineering staff; responsible for the administration and supervision of the Planning and Engineering Department. Responsible for the coordination of activities between the Operations Department and the Planning and Engineering Department.

DISTINGUISHING CHARACTERISTICS: This is the senior management level in the professional planning and engineering series and represents the Planning and Engineering Department on the Management Team. The Manager of Planning and Engineering is distinguished by the performance of more complex planning and engineering duties as well as broader project management and supervisory responsibilities. This position shall also be capable of reviewing and completing staff and or consultants work to a high degree of completion. Strong communication and writing skills are essential. The applicant must have strong interpersonal skills and be able to build consensus and be able to represent the District in a wide variety of concerns and interests. Incumbents work independently, seeking assistance only as new or unusual situations arise. The Manager of Planning and Engineering may receive direction from the General Manager/CEO.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Plans, organizes, and directs designated activities in the Planning and Engineering Department; assigns, reviews, and evaluates the work of staff for accuracy, suitability, and completeness.
2. Coordinates the activities between the Operations Department and the Planning and Engineering Department.
3. Serves as a member of the District's management team and participates in the development and implementation of District goals, policies, procedures, administrative planning, and problem resolution.
4. Plans coordinates, and supervises responsible planning and engineering work in connection with District Capital Improvement Program (CIP) projects; manages the design of engineering plans and specifications for the construction of water, wastewater, and other related improvements.

5. Recommends District policies and implements programs and actions to maintain compliance with local, regional, state and federal laws and programs related to water, wastewater, solid waste, and worker and public health and safety. Participates in the development of CIP projects for compliance with District specifications. Resolves disputes between the District and developers, contractors, engineers, and the general public relative to District policies, specifications, regulations, procedures, and ordinances.
6. Decides on design procedures and interprets the application of design criteria; checks plans and specifications for accuracy of design and completeness. Interprets and applies relevant codes, ordinances, rules, and regulations. Supervises and directs the Utility Operations Manager.
7. Provides continuing technical assistance to staff; supervises and participates in the work of subordinate planning and engineering staff and or consultants in preparation of project plans, agreement, specifications, cost estimates, and contract administration for capital projects.
8. Assist in the preparation, coordination, and control of the operating and capital improvement budgets; assists in evaluating the need for and developing plans and schedules for long-range Capital Improvement Program (CIP) projects.
9. Coordinates projects with other departments, agencies, teams, consultants, developers, and/or property owners; gives presentations to elected and appointed officials; responds to citizen inquiries and complaints, and takes appropriate action.
10. Tracks new or pending regulatory requirements that affect the District and provides support to meet these requirements (e.g., non-point and point discharge, drinking water quality, water conservation, air and groundwater contamination).
11. Monitors and interacts in inter-governmental actions affecting the District.
12. Assists in the training of other District personnel in utility design and construction standards and other areas as appropriate.
13. May serve on and/or provide technical and support staff assistance to various District commissions and task forces.
14. May serve on various employee related committees.

MINIMUM QUALIFICATIONS:

Any Combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:

EDUCATION: Graduation from an accredited four-year college or university with a degree in civil engineering or a closely related field; and

EXPERIENCE: A minimum of five (5) years of increasingly responsible professional management in public works and or engineering experience performing duties at least comparable to a Deputy Public Works Director, Public Works Division Manager, Associate Engineer; and this person shall have experience as a project manager. Experience in municipal professional public works and or engineering and supervisory experience are desired.

Registration as a Professional Engineer in the State of California is desirable, but not a requirement based on applicants experience and ability to perform duties as outlined.

KNOWLEDGE OF:

- Principles, practices and methods of civil engineering applicable in a municipal setting (wastewater collection system, water supply, treatment, storage, and distribution systems, buildings, geo-technical, utilities, transportation, and land development);
- Budget development and long-term capital improvement planning.
- Principles, practices of personnel and contract management and California Contract codes.
- Laws and processes relevant to the establishment of assessment districts.

- Design principles, strength of materials, stress analysis and principles of mechanical, electrical, and structural engineering and surveying as they apply to the design and construction of Public Works projects.
- Applicable laws and regulatory codes relevant to assigned areas of responsibility.
- Methods of engineering and construction management applicable to complex projects.
- Principles and practices of municipal management, including supervision and evaluation of personnel, budget planning and preparation, and public relations.
- Modern development, current literature, and sources of information regarding the area of assignment.
- Working knowledge of municipal government, special districts, public utility district issues of concern to developers, property owners, contractors, private engineers, and others when dealing with the District on planning and engineering matters.

ABILITY TO:

- Determine, plan, assign, and manage Planning and Engineering Department priorities.
- Effectively lead, supervise, and train professional, technical, and administrative support staff.
- Learn and utilize on an ongoing basis District administrative, budgeting, purchasing, and personnel processes and procedures.
- Be proactive in identifying problem areas and develop alternative solutions and recommendation.
- Make complex calculations and to check, design, and supervise the construction of a wide variety of municipal improvements and construction project.
- Communicate effectively, orally, and in writing; communicate technical information clearly and accurately to non-engineering staff, consultants, and the general public.

SKILL IN:

- Leading the planning, budgeting, and engineering work for capital improvement programs for public works and utilities.
- Developing and implementing improvements to systems and operations which can improve the operational effectiveness of the agency.
- Operating the listed tools and equipment.

LICENSES:

- Valid Class C California or Nevada Driver's License; acceptable driving record at the time of appointment and throughout employment.

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing, spreadsheet, database, and project scheduling, computer-aided-design software (desirable); calculator; motor vehicle; phone; cell phone; mobile radio.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met any an employee to successfully perform the essential functions of this job in compliance with the American with Disabilities Act (ADA) requirements. On a case-by-case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office setting. Some outdoor work is required in the inspections of various land use developments, construction sites, or District facilities; must be physically able to move about on construction work sites and under adverse field conditions. Hand-eye coordination is necessary to operate computers and various pieces of office equipment; use fingers to write or type.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, bend, kneel, crouch, or crawl; talk or hear; and smell.

The employee will occasionally be required to lift or move up to 15 pounds and may need to carry for approximate distance up to 50 feet.

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

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works around moving mechanical parts, and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic, or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet to moderate.

FLSA Exemption status: Exempt

Employee Unit: Management Team Member – Unclassified

Job Family: Planning and Engineering

Class Progression: Contracts/Planning Coordinator
Engineering Technician I/II
Construction Administrator
GIS & SCADA Systems Engineer
Associate Engineer
Engineering and Operations Manager