



Engineering Manager

DEFINITION:

Under limited direction of the Engineering and Operations Manager, responsible for leading and managing the Engineering Division, plans, supervises, and coordinates professional engineering work for a wide range of complex projects for the District; serves as project manager of the more complex District planning, development and capital 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.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Engineering and Operations Manager. Exercises direct supervision over management, supervisory, technical, and administrative support staff.

CLASS CHARACTERISTICS:

This is a management level position in the Engineering Division. The Engineering Manager is distinguished by the performance of more complex planning and engineering duties as well as broader project management and supervisory responsibilities. Exercises direct supervision for assigned personnel and indirect supervision over technical and administrative support personnel. This position shall also be capable of directing consultants and contractors.

Strong communication and writing skills are essential. The incumbent 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 Engineering Manager receives direction from the Engineering and Operations Manager.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only):

The following reflects the general duties and responsibilities of this position and should not be considered all-inclusive. Other duties as assigned may occur, as prioritized by the General Manager. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

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 implementation of capital and operation projects between the Operations Department and the Planning and Engineering Department.

3. Participates in the development and implementation of Department goals, objectives, procedures, priorities, administrative planning, and problem resolution.
4. Provides 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.
5. 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 Recreation Projects.
6. Performs project management and construction management responsibilities. Manages and takes responsibility for projects during construction to ensure conformance to plans, specifications, County and State requirements and Tahoe Regional Planning Agency (TRPA) permits and regulations.
7. Resolves disputes between the District and developers, contractors, engineers, and the general public relative to District policies, specifications, regulations, procedures, and Ordinances.
8. Decides on design procedures and interprets the application of design criteria; check plans and specifications for accuracy of design and completeness. Interprets and applies relevant codes, Ordinances, rules, and regulations.
9. Coordinates the permitting and environmental entitlement of District capital and operational projects with the Tahoe Regional Planning Agency (TRPA), the California Environmental Quality Act and all other relevant Local, State and Federal agencies including management of the Memorandum of Understanding between the District and the TRPA.
10. Provides continuing technical assistance to staff; supervises and participates in the work of subordinate planning and engineering staff and consultants in preparation of project plans, agreement, specifications, cost estimates, and contract administration for capital projects.
11. For areas of responsibility, prepares, coordinates, and controls operating and capital improvement budgets; assists in evaluating the need for and developing plans and schedules for long-range Capital Improvement Program (CIP) projects.
12. Coordinates projects with other utilities, agencies, consultants, developers, and/or property owners; gives presentations to elected and appointed officials; responds to citizen inquiries and complaints and takes appropriate action.
13. Monitors and interacts in inter-governmental actions affecting the District.
14. Assists in the training of other District personnel in utility design and construction standards and other areas as appropriate.
15. May serve on and/or provide technical and support staff assistance to various District commissions and task forces.
16. 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 AND EXPERIENCE: Graduation from an accredited four-year college or university with a degree in civil engineering or a closely related field; a Master's degree in Engineering, Engineering Management, Business Administration, or Public Administration is desirable; and

A minimum of seven (7) years of increasingly responsible professional management in public works and/or engineering experience performing duties at least comparable to a Public Works Division Manager or Senior Engineer and experience as a project manager. Experience in municipal professional public works and or engineering and supervisory experience are desired. Experience with general building works design and construction practices, water distribution/treatment and/or wastewater collection/treatment/disposal is desirable. Knowledge of and/or experience with the Tahoe Basin regulatory process is strongly preferred.

KNOWLEDGE OF:

- Principles, practices and methods of engineering disciplines applicable in a municipal setting (wastewater collection system and pumping; water supply, treatment, disinfection, storage, pumping and distribution systems, buildings, geo-technical, utilities, general recreation improvements and land development).
- Budget development and long-term capital improvement planning.
- Principles and practices of contract management and California Contract codes.
- Laws and processes relevant to the establishment of assessment districts.
- 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 developments, methods, techniques, literature, and sources of information used in the construction of wide variety of utilities, building, and other Public Works capital projects.
- 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.
- Principles and practices of customer service.

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 projects.
- Communicate effectively, orally, and in writing; communicate technical information clearly and accurately to non-engineering staff, consultants, and the general public.
- Lead the planning, budgeting, and engineering work for capital improvement programs for public works and utilities.
- Proficiently use software platforms as applicable for task(s). Utilize engineering software (CAD, GIS, scheduling, estimating) at a proficient level with the ability to become advanced in any given software.

LICENSES AND CERTIFICATIONS:

- Valid Class C California or Nevada Driver's License; acceptable driving record at the time of appointment and throughout employment.
- State of California Professional Engineer (PE) in Civil Engineering or ability to obtain reciprocity within 12 months

Failure to obtain and maintain required licenses/certifications may result in immediate dismissal from position.

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing, spreadsheet, database, project scheduling, computerized maintenance management system software, geographic information system (GIS) software, computer-aided-design software (desirable), hydraulic modeling (desirable); phone, mobile device, copy machine, and other modern office equipment; motor vehicle.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the American with Disabilities Act (ADA) requirements. Reasonable accommodations, on a case-by-case basis, 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, up and down ladders, 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 must possess the ability required to sit; climb or balance; stoop, bend, kneel, crouch, or crawl; talk or hear; and smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee will occasionally be required to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

ENVIRONMENTAL CONDITIONS:

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

Employees work mainly 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. Employees occasionally work in outside weather conditions exposed to hot, cold, wet and/or humid conditions. The employee occasionally works around moving mechanical parts, and in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic, or caustic chemicals, risk of electrical shock, and vibration.