



Engineering and Operations Manager

DEFINITION:

Under limited direction of the General Manager, responsible for leading and managing the District's Engineering and Utility Operations Departments. 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 Engineering Department. Plans and manages the priorities and performance of the Utility Operations Department in compliance with all applicable regulatory agencies, policies and procedures, industry best practices, and budget guidelines. Responsible for the coordination of activities between the Engineering Department and the Utility Operations Department.

SUPERVISION RECEIVED AND EXERCISED:

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

CLASS CHARACTERISTICS:

This is a senior management level position responsible for District-wide planning, budgeting, and organization including supervision of staff, operations, and activities of the Engineering and Utility Operations Departments. Incumbent is responsible for performing diverse, specialized and complex work involving significant accountability and decision-making responsibilities, which includes District-wide Capital Improvement planning and budgeting, department budget administration, asset condition assessment, maintenance program evaluation, and implementation of policies, procedures, goals, objectives, priorities, and standards. Incumbent leads organizational, managerial, and operational analyses and studies and identifies and implements recommendations. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines while seeking assistance and direction as new or unusual situations arise. Strong communication and writing skills are essential. Incumbent must have strong interpersonal skills, be able to build consensus, and represent the District in a wide variety of concerns and interests.

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. Serves as a member of the District's management team and participates in the development and implementation of District goals, policies, procedures, strategic and administrative planning, and problem resolution.
2. Plans, organizes, manages, and directs designated activities in the Engineering and Utility Operations Departments and ensures coordination of activities between the two Departments; prioritizes, assigns, reviews, and evaluates the work of staff in both Departments for accuracy, suitability, and completeness.
3. Participates in the selection of, motivates, mentors, coaches, and evaluates assigned personnel; works with employees on performance issues; processes and works with other management to resolve employee grievances; recommends and implements discipline and termination procedures.
4. Completes and maintains a variety of records, reports, and/or studies including project status, operations productivity, and administrative and technical reports; oversees the preparation of monthly Board reports and participates in District Board meetings.
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, parks and recreation, public works, and other related improvements.
6. Recommends District policies and implements programs and actions to maintain compliance with local, regional, state and federal laws and programs related to water, wastewater, stormwater, 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.
7. Executes 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.
8. 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.
9. Assists 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 CIP projects.
10. Coordinates projects with other departments, agencies, teams, consultants, developers, and/or property owners; gives presentations to elected and appointed officials; responds and takes appropriate action to citizen inquiries and complaints.
11. 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).
12. Monitors and interacts in inter-governmental actions affecting the District.
13. Assists in the training of other District personnel in utility operations management, design, and construction standards and other areas as appropriate.
14. May serve on and/or provide technical and support staff assistance to various District commissions and task forces.
15. Other duties as assigned.

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 Bachelor of Science 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 ten (10) years of increasingly responsible professional engineering experience in project management; water and wastewater treatment, collection, distribution and disposal; stormwater management; site development and/or structures; or equivalent combination of education and experience, with a minimum of five (5) years experience in an administrative or management position equivalent to District Engineer, Public Works Director, or City Engineer. Experience with general building 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 civil engineering applicable in a municipal setting (wastewater collection system, water supply, treatment, storage, and distribution systems, buildings, geotechnical, utilities, stormwater, transportation, and land development).
- Principles, practices, and methods of water and wastewater utility system management, operations, maintenance, repair, and prioritization.
- Principles, practices, and methods of utility asset management, condition assessment, rate setting, and long-term capital improvement planning and budgeting.
- Principles, practices of 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.
- Principles, practices, and methods of organizational behavior including leadership, mentorship, coaching, and motivation of personnel and teams.
- 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 Engineering and Utility Operations Departments priorities.
- Lead the planning, budgeting, and engineering work for capital improvement programs for public works and utilities.
- Effectively lead, supervise, and train professional, technical, and administrative support staff.
- Develop and implement improvements to systems and operations which can improve the operational effectiveness of the District.
- 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 recommendations.
- Make complex calculations and verify, 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.

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 Registered Professional Civil Engineer (PE); or the ability to obtain within six (6) months of date of hire.

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 25 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.