

CARMICHAEL WATER DISTRICT
Classification Specification

Job Class: Engineering Manager
FLSA Status: Exempt
Supervisor: General Manager
Effective Date: August 18, 2020

Description and Distinguishing Characteristics

Under general/administrative direction from the General Manager, the Engineering Manager plans, organizes, manages, directs, and reviews the day-to-day operations and functions of the engineering operations, functions associated with water system planning, design, permitting, construction, and inspection, and related projects involving supply, transmission, storage and distribution components of the water system; exercises direct supervision over technical personnel, and oversees the work of outside consultants and contractors; assists with implementing Board policies and programs and supports the development of the annual budget.

Distinguishing Characteristics

This is an **exempt position** in the Engineering Department performing a full range of duties at a high level of independence. Distinguished from other classes within the department by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, by the nature of the public contact made, and the level of experience.

Essential Duties and Responsibilities

The following duties are typical for this classification. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. The General Manager retains the right to add, remove, or change duties at any time.

Operation and Maintenance of Engineering Programs (Department):

- Work closely with and support the General Manager with the development, planning, and implementation of District goals, projects, objectives, and strategies; recommend and administer District policies and procedures.
- Provide supervision and daily direction to departmental personnel and be responsible for the work performance of the department.
- Oversee the daily activity (including but not limited to: Capital Improvement Projects (CIP) planning and implementation, water treatment and distribution system design and optimization, environmental review and water rights permitting, and regulatory compliance).
- Oversee the inspection, maintenance, design, and construction of District assets
- Required to be accessible to handle emergencies including evenings, weekends, and holidays by assisting with necessary resources.

District Projects and Project Management:

- Perform professional engineering work including planning, designing, permitting and implementing measures specific to the District's capital improvement program.
- Responsible for project management of all departmental projects and District-wide capital/rehabilitation projects, including but limited to development, management, and preparation of necessary report, RFPs, bids, and costs evaluations, etc.
- Develop, review and prepare revisions to construction plans submitted by consulting engineers for

District infrastructure, facilities, and other capital improvement projects (i.e.: pipelines, groundwater and surface water production and treatment facilities and District office and corporation yard facilities).

- Responsible for construction management and inspection of assigned District capital improvement projects.
- Coordinate County review of District projects and plans and obtain necessary permits.
- Review, approve, and record easement documents submitted by outside parties.

New Construction:

- Represent the District as point of contact for developers, engineers and customers requiring water service or line extensions; coordinate plan check by engineering personnel for developer contributed improvements; approve and sign drawings as District agent.
- Review, process, and approve plans and maps for public and private development and infrastructure projects.
- Prepare statements and oversee collection of fees associated with construction of private developments.
- Monitor and oversee new construction activity for compliance with approved plans, specifications and standards.

Operations:

- Oversee the inspection and maintenance of District Office and Corporation Yard.
- Manage outside vendors/consultants for department business operations.
- Analyze reports, surveys, maps, and drawings to plan projects.
- Coordinate data gathering inspections and provide assistance to other District personnel.
- Ensure all work performed is completed to District standards.

Planning:

- Prepare complex engineering studies, technical reports, documents, and correspondence.
- Achieve efficiency through proper planning, organization, scheduling, and direction of program activities, resources, and projects.
- Evaluate and recommend improvements to increase efficiency.
- Coordinate projects with other District departments, outside agencies, consultants, and developers.
- Develop and draft improvement plans, standards, technical specification and contracts for District capital improvement projects.

Staffing and Training:

- Recommend and assist in the implementation of department goals and objectives; implement department policies and procedures.
- Prepare concise written documentation for annual evaluations, promotions, demotions, disciplinary actions including: verbal, written, suspensions and terminations.
- Develop, document, present, lead and manage departmental training.
- Attend, participate, and/or conduct training, meetings, seminars, demonstrations, events and conventions as required (i.e.: including nights and weekends).

Policy:

- Exercise leadership, authority, and supervision of department within policies, rules and regulations and union contract with tact and efficiency.
- Develop, advise, and enforce departmental standards, rules, regulations , policies and procedures.

- Gain complete knowledge of, carry out, support and comply with all District policies and procedures including: Policy Manual, Management Handbook, Rules and Regulations Manual, Emergency Response Plan, IIPP, Union Contract and District Specification Book.

Compliance:

- Monitor and comply with District, local, state and federal regulations; and prepare a variety of related reports.
- Complete data requests, regulatory filings, and reports as required.

Budget:

- Participate in the development and administration of annual and long-term department budget and capital improvement budget.
- Authorize project payments according to contract terms and conditions.
- Prepare preliminary and final quantity and cost estimates.
- Develop reports on issues related to completion of projects within time and cost requirements.

Qualifications

Knowledge of:

- Principles and practices of engineering, design, and construction and maintenance requirements of water system facilities including the strength, properties and use of engineering construction materials.
- Principles of budget development and expenditure control.
- A thorough knowledge of urban water agency statutes, codes, and regulations including water quality and water rights.
- Principles and practices of staff supervision, training and performance evaluations.
- Principles and practices of project management and budget monitoring.
- Principles and practices of safety management.
- Pertinent local, State and Federal laws, ordinances and rules.
- Principles and practices of customer service.
- Modern office procedures, methods and computer equipment.

Ability to:

- Plan, organize, manage, coordinate, and direct the District's engineering programs and functions, including Geographic Information System (GIS) related programs.
- Use computer-aided drafting hardware and software.
- Perform mathematical computations and estimates.
- Manage accurate records of work performed.
- Effectively manage time and workload to maximize productivity.
- Manage multiple projects simultaneously.
- Analyze situations and make sound recommendations in support of District goals.
- Communicate effectively both orally and in writing with the Board of Directors, District management, co-workers, and the public in one-to-one and group settings.
- Understand, interpret and apply laws, rules, regulations and ordinances relating to District activities.
- Effectively represent the District with the public, community groups, contractors, and other organizations.
- Establish and maintain cooperative working relationships.
- Operate a variety of standard office equipment, telephone, electronic devices (i.e. laptop, smart phones, tablet, etc.), personal computer and software applications for word processing, graphic presentations, spreadsheets, and other job-related software (i.e.: AutoCAD software, ESRI-based

GIS software, modeling software, etc.).

Physical Requirements

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

- Travel occasionally by airplane conducting District business.
- Travel regularly by vehicle for District related duties and activities.
- Communicate orally and in writing with District management, co-workers, and the public in one-to-one and group settings.
- Vision and hearing within normal ranges with or without correction.
- Operate a variety of automated office machines (i.e.: personal computer, copier, fax, etc.).
- Regularly use telephone for communications.
- Regularly use electronic devices.
- Typical work in an office environment:
Frequently:
 - Sit at a desk/table for an extended period of time.
 - Ability to bend (neck and waist), squat, climb, stoop, kneel, crawl, twist, grasp, fine manipulation, push, pull, reach, climb, crouch, balance, stand, walk.
 - Operate equipment, stationary machinery and hand tools.
 - Lift, carry and move objects up to 25 pounds such as storage boxes, large binders, books, and small office equipment.
 - Repetitive use of hands.
 - Reach above and below shoulder level.
- Regularly work in the field environment: ability to bend (neck and waist), squat, climb, stoop, kneel, crawl, twist, grasp, fine manipulation, push, pull, reach, climb, crouch, balance, stand, walk, lift and carry up to 50 pounds.
- Ability to operate various types of machinery and equipment, use manual and power tools.
- Differentiate between and perceive color, sound, smell, taste, texture and form.

Environmental and Working Conditions

The environmental and working conditions herein are representative of those an employee encounters while performing the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The performance of this position regularly requires exposure to job site, distribution and production areas with:
 - Field visits requiring the operation of a motor vehicle.
 - Exposure to environmental conditions:
 - Chemicals/Caustics, confined space, heights, allergenic plants/materials.
 - Dusts/mists/fumes/smoke/gases, wet damp surfaces, extreme heat/cold, inclement weather, noise.
 - Work on various types of terrain and footing which may be slippery or uneven.
 - Work around moving objects or vehicles.
- Certain areas require the use of personal protective and safety equipment (i.e. hard hats, safety vest, steel toed boots, safety glasses, hearing protection, etc.).
- Frequently work indoors in ambient room temperatures and lighting and be around office equipment as found in a typical office environment.

Education, Experience, and Certification

Required:

- Bachelor's Degree from an accredited college or university with major course work in Civil, Chemical, or Environmental Engineering or a closely-related field.
- Seven (7) years of increasingly responsible supervisory and professional experience related to engineering and operations of public water systems.

Desirable:

- Master's Degree in Engineering from an accredited college or university.
- Four (4) or more full-time years of managerial experience in a public agency; water agency highly desirable.

Licenses

Required:

- Possess and maintain registration as a Professional Engineer in Civil Engineering with the State of California
- Possess and maintain a valid State of California Class C driver's license.
- Proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two years duration.

License and Certification Maintenance: Employee is responsible to complete the designated number of contact hours (i.e.: continuing education and/or training requirements) and licensing requirements to maintain all required licenses and certifications as a condition of continued employment.

NOTE: The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria that are performed by most incumbents, but other related duties may be performed. Not all duties listed are necessarily performed by each individual.