

## **District Engineer**

### **DEFINITION**

Under general direction of the General Manager, plans, organizes, directs and reviews the activities and operations of all District engineering functions, activities, projects and programs, including complex projects related to water and wastewater systems, significant interaction with outside agencies and the general public, engineering design, securing permits and project construction activities.

### **CLASS CHARACTERISTICS**

This is a single position management classification. The District Engineer duties are administrative/managerial and highly complex in nature, involving highly technical functions. The position is responsible for planning and delegating work assignments of the department as well as functional authority and responsibility for overseeing complex engineering projects and studies.

### **EXAMPLES OF DUTIES** (*Illustrative only*)

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department.
- Develops new goals, objectives and procedures.
- Prepares and administers the department's budget including capital improvement projects and other expenses.
- Plans, organizes, administers, reviews and evaluates department staff.
- Manages and directs the implementation of projects, programs and responsibilities assigned, including engineering design documents, negotiation and implementation of agreements and contracts, development of grant funding or other funding by outside agencies or organizations.
- Develops work plans; assigns work activities, projects and programs; monitors workflow; reviews and evaluates work products, methods and procedures.
- Directs, plans, oversees the design, construction and implementation of complex water and wastewater projects.
- Provides for the selection, training, professional development and work evaluation of department staff; authorizes discipline when necessary; provides policy guidance and interpretation to staff.
- Oversees, manages and directs the work of outside contractors, consultants and developers observing all applicable District policies and procedures; reviews and evaluates work products and/or services for compliance with District's objectives.
- Approves and/or accepts technical reports, designs and the completion of projects.
- Represents the District to outside groups and organizations; makes presentations to the Board of Directors and outside organizations.
- Researches and prepares technical and administrative reports and studies; prepares and directs the preparation of written correspondence, procedures and other written materials.
- Builds and maintains positive working relationships with co-workers, other District employees, and the public.
- Performs other duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge, as appropriate to the work area assigned, of:**

- Principles and practices of engineering methods, analysis and practices as applied to planning, design, cost estimating, construction, installation, operation and/or inspection as applied to water and wastewater systems and facilities, public works, and related construction projects, (i.e. water treatment, pumping plant, wastewater treatment plant and pipeline design and construction experience).
- Principles and practices of environmental impact assessment and the related regulatory processes.
- Principles and practices of business correspondence and report writing.
- Principles and practices of project management, policy development and implementation.

- Principles and practices of leadership, motivation, team building and conflict resolution.
- Applicable State and Federal laws, codes and regulations.
- Principles and practices of budget development, administration and accountability.
- Principles and practices of oral presentations and communications.

**Ability to:**

- Plan, direct and control the administration and operations of the Engineering Department.
- Effectively manage the work of consultants and contractors.
- Write grants related to District's engineering projects; develop and monitor grant management program.
- Prepare and administer department budget.
- Organize, direct and implement complex projects and programs including public outreach activities and interaction with outside agencies; communicate complex technical and policy-oriented materials.
- Provide for the selection, training, development, motivation and work evaluation of staff.
- Develop and implement goals, objectives, policies, procedures and work standards.
- Interpret and explain District policies and standards, and public agency regulations and guidelines.
- Communicate clearly and concisely, both orally and in writing.
- Manage and prioritize multiple projects.
- Effectively present information to public groups, and/or Boards of Directors.
- Establish and maintain effective working relations with those contacted during the course of work.

**EDUCATION and/or EXPERIENCE** *(Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the education, experience, knowledge and abilities would be:)*

**Education:**

- Bachelor's degree (B.S.) from an accredited college or university with major course work in civil engineering or a related field; Master's degree in a similar field is highly desirable.

**Experience:**

- 10 years of increasingly responsible experience in engineering, planning or management, including at least five (5) years of management/supervisory experience.

**LICENSES AND CERTIFICATIONS:**

- Possession of a Certificate of Registration as a Professional Civil Engineer in the State of California.
- Possession of or ability to obtain a valid California class C driver's license and have a satisfactory driving record.

**PHYSICAL DEMANDS:**

Must possess mobility to work in a standard office setting and use standard office equipment; on occasion, requires mobility to travel on District business and to visit and inspect District facilities and projects that require traversing uneven or difficult terrain in all types of weather conditions. The duties of the position require the ability to walk, observe, talk, listen and operate a computer, telephone and various electronic devices.

**WORK ENVIRONMENT:**

Work is performed in a typical office environment; may occasionally work in outside weather conditions.