



DIRECTOR OF ENGINEERING

Unrepresented Employee - Exempt

POSITION CHARACTERISTICS

To plan, organize, direct and review the activities and operations of the Engineering Department including design and construction of water treatment, transmission, storage, and distribution facilities and related technical support activities; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the Assistant General Manager - Engineering and the General Manager.

The Director level recognizes classes with full responsibility for the administration of a department.

Supervision Received And Exercised

Receives administrative direction from the Assistant General Manager - Engineering.

Exercises direct supervision over assigned management, professional, technical, and clerical personnel.

Examples of Duties - Duties may include, but are not limited to, the following:

Develop, plan and implement goals and objectives, including both written and verbal communication of these objectives at a policy maker level; recommend and administer policies and procedures; interpret management policies and procedures and ensure compliance.

Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the General Management; prepare and present staff reports and other necessary correspondence.

Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow and production; review and evaluate work products, methods and procedures.

Provide oversight and review of technical reports, designs and approval/acceptance.

Supervise and participate in the development and administration of the Engineering Department budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement budget adjustments.

Select, train, motivate and evaluate personnel; provide or coordinate staff training; appropriately recognize employees; work with employees to correct deficiencies; implement discipline and termination procedures.

Represent the Department to outside groups, agencies, and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.

Ensure District safety practices are implemented throughout department to ensure a safe and healthy work environment.

Identify and pursue outside funding opportunities, such as grants and appropriations, for planned District projects or other District needs as appropriate.

Perform related duties as assigned.

Knowledge of:

Principles and practices of water utility operations, including water resource supply, treatment, and facilities maintenance.

Principles and practices of civil engineering as applied to the planning, design, cost estimating, construction, installation, and inspection of a wide variety of water works facilities.

Principles and practices of environmental impact assessment and related regulatory processes.

Pertinent local, State and Federal laws, rules and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Principles and practices of organization, administration and personnel management.

Principles and practices of cost accounting, financial controls, and budget preparation and administration.

Principles and practices for effective negotiation.

Principles of organizational behavior, including supervision, training and performance evaluation.

Ability to:

Plan, direct and control the administration and operations of the Engineering Department.

On a continuous basis, analyze budget, financial analysis, designs, and technical reports; interpret and evaluate staff reports; know and ensure compliance with relevant laws, regulations and codes; observe performance, evaluate and motivate staff; problem solve department related issues; remember various personnel rules; and explain and interpret policy.

Develop and implement department policies and procedures.

Gain cooperation through discussion and persuasion.

Successfully negotiate complex agreements that maximize the value of District interests.

Successfully develop, control and administer departmental budget and expenditures.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply District policies, procedures, rules and regulations.

Communicate clearly and concisely, both orally and in writing.

Prepare clear, complete, accurate, timely and concise written correspondence and reports.

Supervise, train, evaluate, motivate, and discipline assigned personnel.

Establish and maintain effective working relationships with those contacted in the course of work, including internal to District staff as well as outside agency peers.

Education and Experience:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field. A Master's degree in civil engineering or business or public administration is highly desirable.

Experience: Eight years of increasingly responsible experience in planning, design, construction, and operation of water supply, distribution and treatment facilities, including three years of significant administrative and managerial experience working in a large, public agency or public utility.

Physical Demands:

Work is mainly performed in a normal office and meeting room environments. On occasion, the position requires the ability 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 and telephone. Occasionally, work requires lifting or moving up to 15 pounds. Work hours are irregular and include evening meetings.

Other Requirements:

Possession of a Certificate of Registration as a Civil Engineer in the State of California.

Possession of, or ability to obtain, a valid California driver's license.

Adopted: October 1988
Revised: July 4, 1994
Revised: October 27, 2003

Approved: _____ Human Resources and Risk Manager

[a](#)