



CRESCENTA VALLEY WATER DISTRICT

ENGINEERING MANAGER

SUMMARY DESCRIPTION

Under direction of the Director of Engineering and Operations, the Engineering Manager oversees the Engineering Department by planning, managing, and coordinating, staff and civil engineering work. This position carries a high level of responsibility and requires a person who can work independently. The Engineering Manager will understand and demonstrate management and leadership principles, including being deliberate about teamwork and professionalism, being flexible and a good listener, and being able to express ideas and exercises good judgement in analyzing situations and making decisions. The successful candidate will have the strong technical and interpersonal skills and experience necessary to lead and manage the Strategic Plan goals and objectives of the Engineering Department, upholding the District's values statement, promoting communication and collaboration across departments, and developing staff.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all 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.

- Plans, organizes, manages, directs, and reviews the day-to-day operations and functions of the Engineering Department including capital improvements and development services.
- Coordinates Engineering Department work with other District departments, governmental agencies, private developers, engineers, and customers.
- Makes recommendations for action and assists in the development and implementation of policies, procedures, and department budget.
- Oversees the Development Services program, including enforcement of District policies related to new water and sewer service requirements, including updates of related fees.
- Prepares and presents annual Engineering Department water/wastewater budget
 - Execute, manage, and prepare the budget for capital improvement program projects;
 - Manage, update, and present to the Board of Directors the short and long-term CIP budgets for the water and wastewater enterprises;
 - Work closely with the Operations & Maintenance Department with implementing infrastructure and facilities upgrades;
 - Prepare various reports, master plans, requests for proposals, contracts, etc. necessary for implementing water and wastewater capital improvement projects;
 - Assist and coordinate the implementation of Board policies and programs;
 - Duties and responsibilities carried out with considerable independence within the framework of the District's policies.

ESSENTIAL FUNCTIONS

- Oversee project management for various engineering projects including oversight of project budgets and schedules.

- Perform comprehensive oversight of the planning, budgeting, design and construction of the annual and long-term water and wastewater CIP program.
- Interface with other District departments, government agencies, developers, contractors, and engineering consultants in conjunction with the design and implementation of the CIP program.
- Represent communication and coordination between the Engineering Department and the Operations & Maintenance Department.
- Prepare various reports, request for proposals, contracts, staff reports, etc. Review various documents, proposals, calculations, plans as well as select and recommend consultants.
- Oversee construction administration and management for capital improvement projects including community outreach and coordination of contractors.
- Supervise in-house and third-party inspectors relative to the construction activity, project scheduling, and documentation.
- Represent the District with other governmental agencies, customers, developers, contractors, and consulting engineers; prepare annual budgets and submit to Director of Engineering for review and approval.
- Prepare detailed annual department budgets and collaborate with the Director of Engineering & Operations for review and approval.
- Work with the Finance & Administration Department on management and reconciliation of the annual CIP budget.
- 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.
- Review, maintain, and enforce District design standards.
- Plan Department activities and other administrative work as assigned.

OTHER DUTIES

- Exercise leadership, authority, and supervision of department within policies, rules and regulations and union contract with tact and efficiency; gain complete knowledge of, carry out, support, and comply with all District policies and procedures.
- Schedule items on the Board agenda and prepare or direct preparation of staff reports; attend board meetings and make presentations, as necessary.
- Implementation of computerized filing programs and systems for tracking of Engineering Department records and projects.
- Coordinate closely with the District's Geographic Information Systems (GIS) staff to make optimum utilization of and facilitate the timely maintenance of the GIS system.
- Supervise the design of a variety of specialized and complex water and wastewater engineering projects such as pipelines, wells, reservoirs, and pump stations.
- Coordinate with consultants including preparing RFPs, selection of consultants and contract administration.
- Coordinate construction contracts including on-site inspection, contract administration, negotiating change orders and final project close-out.
- Prepare specialized engineering studies and reports as necessary.
- Recommend and assist in the strategic planning process and the implementation of department goals and objectives; develop, document, present, lead and manage departmental training.
- Plan for and participate in weekly collaboration meetings with the Operations & Maintenance Department.

- Provide engineering and administrative support as necessary for the Director of Engineering and Operations.

QUALIFICATIONS

The successful candidate will reflect the District's core values as shown in the Strategic Plan. In addition, the following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully contribute to the District's mission and vision.

Knowledge of:

- Theory, principles, and design practices of water and wastewater systems.
- Master planning of water and wastewater systems.
- Understanding of engineering concepts including, but not limited to, groundwater, geotechnical concepts, wells, booster pumps, motors, electrical costs, and water quality treatment and monitoring equipment.
- Principles of budget development and expenditure control.
- Construction management and inspection.
- Procurement and risk management principles and best practices related to construction contract management.
- Water quality standard and treatment technology.
- A thorough knowledge of urban water agency statutes, codes, and regulations including safety, water quality and water rights.
- Water resources management and water supply development.
- Knowledge of and the ability to quickly determine and learn software alternatives is highly desired – e.g. MS Office suite; ACAD Map; GIS ecosystems; SQL-based or other databases; hydraulic modeling software; project management platforms; customer information systems.
- Occupational safety regulations and requirements.

Ability to:

- Manage and supervise the Engineering Department and its Strategic Plan goals and objectives.
- Oversee the preparation of designs and drawings.
- Develop and maintain good working relationships with other agencies and stakeholders.
- Adjust workload changes to meet deadlines using best practices for organization, planning, and time management.
- Negotiate effectively with agencies, consultants, contractors, the public, and other stakeholders on behalf of the District.
- Effect sound project management that holds vendors to agree-upon contracts.
- Demonstrate flexibility in considering approaches to various issues.
- Handle complex or technical customer inquiries, including communication with the public regarding constructions projects, water quality issues, wastewater issues, and District events.
- Effectively lead and collaborate in a team environment and amongst multiple stakeholders.
- Comply with, promote, and enforce the District's values statement.

Experience and Education:

- Education: Bachelor of Science degree in Civil Engineering or a closely related field. Desirable – Master's Degree in Civil Engineering or a closely related field.

- **Experience:** A minimum of seven (7) years of engineering, construction or technical administrative experience within the water and/or wastewater industry.

Licenses/Certificates:

- **Professional Engineer License:** Possession of a professional registration license as a Civil Engineer in the State of California.
- **Driver License: Possession of a valid California Class C Driver License** may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years
- **State Resources Control Board, Division of Drinking Water - Water Treatment and Water Distribution Operators Certificates:** Possession of Water Distribution Certificate - D2 or higher or possession of a Water Treatment Certification - T2 or higher preferred.

Physical Demands and Working Environment:

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.

- **Environment:** Standard office setting; exposure to computer screens; extensive interaction with District staff and the general public. 10% to 20% work time spent outside and exposed to the sun.
- **Physical:** Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of computer keyboard; pull, push, lift and/or carry light to moderate amounts of weight; bend, stoop, kneel, and crawl; ability to verbally communicate to exchange information.
- **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.
- **Hearing:** Hear in the normal audio range with or without correction.