DISTRICT ENGINEER

DEFINITION

This Exempt position reports directly to the Assistant General Manager (AGM). The District Engineer plans, organizes, manages, directs and reviews the engineering; operations and maintenance of water conveyance, production, treatment and storage facilities; and the use of various supply sources to meet projected water supply and treated water quality requirements of the District. The District Engineer manages the engineering staff and Special Projects Manager.

DISTINGUISHING CHARACTERISTICS

The duties listed below are illustrative only and are not meant to be a complete and exhaustive listing of all the duties and responsibilities of the District Engineer classification:

Engineering Duties:

- Plans, organizes, manages, directs, and reviews the work of engineering staff.
- Prepare, review and administer annual engineering budgets and reports.
- Assists the AGM with the development and implementation of Business Management Plans, i.e. Water Management Plans, Urban Water Management Plans, Watershed Sanitary Surveys and other business planning activities as necessary.
- Assists the AGM with the development of a 5-year Capital Improvement Plan for major construction projects and development/improvement of District facilities.
- Provides consultation and presentations regarding technical issues to the Board of Directors and District management.
- Resolves facility location issues related to engineering, construction and maintenance.
- Develops RFPs and RFBs and recommends awards to contractors.
- Develops engineering plans and specifications, including the establishment of general District engineering standards.
- Coordinates District projects with consultants and reviews and approves plans and specifications developed by consultants.
- Prepares and reviews a variety of engineering reports and technical analyses.
- Represents the District with other utilities, regulatory agencies, governmental bodies, planning agencies, trade and professional associations, technical groups and developers.
- Ensures progress, inspection, and successful completion of major construction projects.
- Regularly updates the AGM on personnel, operations, policies, and administrative functions.
- Represents the District at meetings and conferences.
- Reviews facility modification requests from operations and maintenance for compliance with engineering and District standards, and cost effectiveness.

Operations and Maintenance Duties:

- Responsible for the District's Process Safety Management Program, including water supply and treatment operations, conducting routine safety meetings and job site inspections and documenting all safety issues.

- Develops and maintains effective employee relations, evaluates the performance of assigned personnel, assists AGM in resolving employee issues and recommends disciplinary action for assigned staff.
- Ensures all water supply facilities and operations and maintenance programs comply with applicable Federal, State and local ordinances and regulations.
- Prepare, review and administer annual budgets and reports.
- Performs other duties as assigned.

Typical Physical Activities:

- Travels by automobile in conducting District business.
- Regularly uses a telephone/radio for communication.
- Uses office equipment such as computers, copiers, printers, scanners and facsimile machines.
- Frequently walks on uneven terrain, in an outdoor environment, making inspections of District facilities and construction projects.
- Sits for extended periods of time.
- Requires hearing and vision within normal ranges.
- Primary work environments are a combination of office and field work at various water supply and treatment facility locations.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of civil engineering with particular emphasis on the design and construction of water resource development and conveyance, water treatment, and other hydraulic projects and facilities.
- Principles of engineering economics and their practical application to water resource development, water conveyance, and water treatment projects.
- Laws, rules, ordinances, and legislative processes governing water rights, water resource development, water quality and water treatment.
- Public finance, budget development and fiscal controls, capital improvement and fiscal planning.
- Contract development and administration.
- Principles and practices of water resource development, chemical and biological aspects of water quality and local context in State and regional plans.
- Principles of organizational management, planning, staffing, supervision and employee development.
- Regulations for water resources, conveyance and treatment.

Ability to:

- Plan, organize, manage, direct and develop District engineering functions including irrigation, water conveyance system development, water quality and water treatment.
- Conduct training activities as they relate to District engineering staff.
- Coordinate District engineering functions with water supply and operations and maintenance.
- Use computer systems and software packages related to engineering analysis and functions.

- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Communicate effectively both orally and written, with local government officials, District staff, customers and the public.

QUALIFICATIONS

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

Required Certification/Education/Experience/License:

- Certification:
  - Possession of a current California Professional Engineering License as a Civil Engineer.
  - Possession of a Qualified SWPPP Developer (QSD) Certification.
  - Possession of a Grade 2 (T2) Water Treatment Plant Operator Certification issued by the California State Water Resources Control Board.
  - Possession of a Grade2 (D2) Distribution Operator Certification Issued by the State of California.

- Education:
  - Completion of a Bachelor's of Science Degree from an accredited college or university in Civil Engineering, Environmental Engineering or other closely related Engineering Program.
  - Completion of California Water Environment Association (CWEA) Environmental Compliance Inspector Certificate Program.
  - Completion of Essential Leadership Skills Program from CSDA or Effective Utility Management from American Water College or equivalent program.

- Experience:
  - Ten (10) years of increasingly responsible professional engineering experience in design and construction of water conveyance and water treatment, including at least five (5) years in a management or supervisory capacity, and two (2) years of operations and maintenance experience.

- License:
  - Possession of a valid Class C Driver's License issued by the California Department of Motor Vehicles 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.

The specific statements in each section of this job description are not intended to be all-inclusive. They represent typical elements which are necessary to successfully perform the job.