

JURUPA COMMUNITY SERVICES DISTRICT ENGINEERING MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To plan, organize, and direct the activities of the Engineering Department including the areas of capital improvements, project design, environmental review, planning, right-of-way, survey and inspection, Geographic Information System (GIS)/mapping and contract administration; coordinates activities with other departments, governmental agencies and other outside organizations; and provides technical and administrative staff assistance. Performs other related duties as assigned.

CLASS CHARACTERISTICS

This is a single position class and the incumbent reports directly to the Director of Engineering and Operations and is responsible for the overall administration and management of the District's Engineering/Project activities. The incumbent is expected to demonstrate a high level of knowledge of engineering principles and hydraulics, have excellent computer skills, excellent written and verbal communication skills and initiative in establishing and maintaining efficient and effective departmental operations consistent with Board policies and administrative guidelines established by the General Manager. The incumbent must also function as a member of the District's management team.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.

Ability to plan, organize, motivate and, direct the work of the engineering staff in the area of responsibility.

Participate in the implementation of goals, objectives, policies and procedures of the District.

Develop and administer a department budget; prepare and analyze technical reports, statements, contract and legal accounts.

Selects department employees; plans, organizes and assigns work, supervises, trains and evaluate professional and technical staff; reviews and evaluates employee performance; recommends and initiates disciplinary action.

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Maintain effective work relationships with District staff, other governmental agencies, contractors and general public; communicate clearly and concisely, both orally and in writing.

Interpret applicable laws, rules and regulations; ensures compliance with laws, rules, or regulations related to all projects, including but not limited to strict adherence to the Public Contract Code, Labor Code and Government Code.

Performs research and prepares recommendations; meets and confers with other management personnel to resolve problems, coordinate activities and implement new procedures and services as they pertain to the Engineering department.

Answer questions and provide information to the public concerning engineering activities.

Direct the conduct of studies; the preparation and presentation of reports regarding engineering related issues and the activities of the Engineering department; review, edit, write, Board reports when necessary.

Prepare work orders, change orders and review and approve invoices submitted by contractors, prior to final execution.

Attends and conducts bid openings, participates in the inspection of work in process and completed work and acts as project manager on District water and sewer capital and/or maintenance projects.

Perform related duties and responsibilities as required.

QUALIFICATIONS GUIDELINES

Knowledge and Skill Levels

Advanced principles and practices of engineering and administration as applied to construction of District facilities and projects.

Methods of preparing designs, plans, specifications, estimates, reports and recommendations relating to District facilities and projects.

District policies and procedures governing engineering operations.

Applicable federal, state and local laws, rules and regulations related to the engineering, development and construction of District projects.

Principles, practices and techniques of public administration including budget and personnel administration.

Principles of leadership supervision, training and evaluation; appropriate safety practices and regulations.

Education and/or Experience

Seven years of increasingly responsible and varied professional engineering experience involving the design and construction of a variety of Water/Wastewater system facilities and projects, including a minimum of five years supervisory experience.

A Bachelor's degree from an accredited college or university with major course work in Civil Engineering or a related field. Additional course work in Public Administration desirable. Registration as a Professional Engineer in the state of California.

Physical Requirements

Employees must meet the following requirements, which are necessary to successfully perform the essential functions of this position.

Communicate orally and by telephone with management, co-workers, and the public in face-to-face, one-to-one, and group settings; use office equipment such as computer terminals; sit for extended periods of time; have hearing and vision within normal ranges; carry, push, reach and lift up to 50 pounds; occasionally stoop, kneel or crouch; sufficient manual dexterity to operate office equipment; occasionally may need to walk on uneven terrain; occasionally may work in an outdoor environment with possible exposure to harsh weather conditions, heavy equipment, dust, noise, and potentially hazardous substances.

Special Requirements

Five years progressively responsible experience in civil engineering work, at least two of which involved water and sewer collection facilities.

Possession of a valid California driver's license Class C and a satisfactory driving record.

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Possession of or ability to obtain certification from District provided CPR/First Aid Training.

Must be willing to assume responsibility for 24-hour operations in assigned area of responsibility, to respond to emergency situations in off hours as required, and to carry a pager and cell phone.

FLSA / EXEMPT
Range 113

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