

## ***DISTRICT ENGINEER***

### **DEFINITION**

Under administrative direction of the General Manager, plans, organizes, coordinates and administers all district engineering activities; and performs other related duties as required.

### **CLASS CHARACTERISTICS**

This is the sole professional engineering position in the District. The incumbent performs a wide variety of professional engineering duties with a high degree of independence and judgment. The incumbent provides technical advice to the General Manager.

### **SUPERVISION RECEIVED AND EXERCISED**

Supervised by: General Manager

Exercises supervision over: Engineering Technician

### **ESSENTIAL DUTIES (*Duties may include, but are not limited to, the following*):**

Plans, coordinates, and administers engineering activities; plans, directs, reviews and evaluates the work of technical engineering staff.

Conducts comprehensive engineering studies and makes recommendations on major projects; researches, collects, and analyzes data, and prepares engineering reports such as water systems design; obtains necessary permits from a variety of regulatory agencies.

Prepares master plans and preliminary designs; coordinates design of water treatment, storage, pumping and distribution facilities; coordinates design of sewage collection, pumping and treatment facilities;

Prepares, negotiates and manages requests for qualifications and requests for proposals for District projects; develops legal and technical specifications and plans for projects and equipment purchases; prepares Board memos and recommendations for the award of construction contracts, equipment purchases, and consultant services; coordinates consultant's work during design of capital improvement projects and studies.

Provides project and construction management and construction inspection for capital improvement projects; coordinates with local and State agencies during design and construction of District projects; provides engineering and technical support for CEQA documentation and mitigation monitoring of District projects.

Reviews requests for new water service and evaluate feasibility; meets with customer to discuss costs and options.

Provides engineering and technical support to the department's operating division and other District departments.

Participates in the preparation of the Capital Improvement Plan and annual budget.

Reviews and maintains District Standards and Specifications for construction methods and materials for water distribution and sewage collection facilities.

Explains engineering procedures, requirements and technical information to District personnel, elected officials, and the general public; represents the District in informational and negotiating meetings with land developers, representatives of other agencies or customers.

### **QUALIFICATIONS**

#### ***DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:***

- Civil engineering principles, practices, and methods;
- Hydraulics and hydrology;
- Construction practices, trades and materials;
- Project management and coordination;
- Contract administration practices and principles;
- Principles, practices, and techniques of supervision including personnel management practices;
- Methods and techniques used in design and construction for planning, design, cost estimation, construction, installation, and inspection of water and wastewater collection, distribution, and treatment facilities;
- Federal, state, and local laws and regulations related to water/wastewater system design, construction, and plant operations;
- Engineering mathematics, economics, and statistical analysis;
- Safety standards and practices.

#### ***ABILITY TO:***

- Establish and maintain cooperative working relationships with employees, other managers, the public, developers, other government agencies, consultants and contractors;
- Interpret, implement and enforce District water, wastewater and administrative ordinances and other state and local regulations;
- Prepare clear and concise technical reports, correspondence, and other administrative documents;
- Provide clear verbal communications and make formal group/public presentations;
- Analyze engineering and operational problems, evaluate alternatives and provide options and recommendations that demonstrates technical, administrative and political considerations;
- Use a variety of software applications related to the occupation;
- Apply leadership and supervisory skills to create a team-oriented environment;
- Coach and develop employees.

### ***PHYSICAL AND SENSORY REQUIREMENTS***

- Sufficient eyesight to read fine statistical reports and standard text and data on computer terminal screens;
- Ability to speak and hear at normal conversational levels in person and over the telephone;
- Manual dexterity to write legibly and to use calculators, computer terminal, and other general office machines;
- Ability to lift and carry up to forty (40) pounds; ability to reach, bend, or crouch to conduct survey work or to use files and records;
- Ability to occasionally walk on uneven and slippery surfaces;
- Some exposure to outdoors;
- Ability to travel to different sites and locations.

### ***TRAINING AND EXPERIENCE GUIDELINES***

*Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:*

***EDUCATION:*** Equivalent to a Bachelor's degree in engineering or related field with a curriculum that is accredited by the Accreditation Board for Engineering and Technology. A Master's degree in engineering is preferred.

***EXPERIENCE:*** Four (4) years of increasingly responsible experience related to water and/or sewage collection systems with two (2) years of project management experience that included some supervision.

### ***CERTIFICATIONS, LICENSES, AND REGISTRATIONS***

A valid California class C driver's license must be maintained at all times.  
California registration as a Professional Engineer.