



ENGINEERING MANAGER
Salary Range: \$9,355 - \$12,535

San Lorenzo Valley Water District is looking for applicants for the position of Engineering Manager. Please read the details of the position and how to apply below:

NUMBER of POSITIONS TO FILL: One (1)

CLOSING DATE: June 16, 2020

SALARY: \$9,355 - \$12,535 per month depending on qualifications

DEFINITION:

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

CLASS CHARACTERISTICS:

This is a professional level engineering classification requiring registration as a professional engineer. This classification performs a wide variety of professional engineering duties and has responsibility for directing the office and field work for the construction and modification of water production, treatment, storage distribution facilities and wastewater facilities.

SUPERVISION RECEIVED AND EXERCISED

Supervised by: District Manager

Exercises supervision over: Assistant Engineer
 GIS/CAD Specialist

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

Plans, organizes and administers engineering activities; plans, directs, reviews and evaluates the work of engineers, technicians and inspectors

Designs or assists in the design of water system projects, and water system improvements, project inspection and materials testing activities including making computations and drafting plans and drawings using computer aided drafting equipment.

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.

Processes new water service applications, provides guidance and oversight on installation process; assists in material submittal review, field inspections and documentation through daily inspection reports and as-built drawings, survey activities including researching property titles.

Prepares and provides support administering requests for quote/requests for proposal (RFQ/RFP); prepares materials; reviews proposals and/or project specifications; prepares bid documents, various resolutions, bid results, etc.

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.

Performs the more involved professional engineering work such as structural calculations and hydraulics; develops conceptual design and project parameters and guides subordinate engineers in detailed design.

Reviews and analyzes plans from developers, fire districts, state and county agencies, etc. Provides technical engineering information to other departments and to the public.

Prepares and assists in the preparation of permit applications and supports environmental review related to District projects, requiring CEQA compliance, public works encroachment permits, coastal development permits and other regulatory requirements and utility rights of way.

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.

Preparation of land easements and right of way, recording of documents with state and county agencies

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.

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 including hydraulics and hydrology
- Basic design principles and practices including planning, organizing, assigning and reviewing work
- Methods, equipment and materials used in the construction, modification, and maintenance of water treatment, pumping, storage, distribution and related facilities and equipment
- Water treatment, regulation and distribution principles, practices and operational methods
- 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, cost estimation, environmental review, 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 and computer equipment necessary to complete duties for the position
- Apply leadership and supervisory skills to create a team-oriented environment
- Coach and develop employees

PHYSICAL AND SENSORY REQUIREMENTS

- Some travel required in conducting District business
- 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
- Sits for extended time periods
- 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 includes some supervision.

CERTIFICATIONS, LICENSES, AND REGISTRATIONS

- A valid California class C driver's license must be maintained at all times
- A valid state of California Certificate of Registration as a Professional Engineer
- Must obtain and continue to maintain a California Department of Public Health Grade D-2 Distribution Operator's Certificate within eighteen (18) months of employment in the position

BENEFITS

This District provides a competitive benefit package, including but not limited to comprehensive Medical, Dental and Vision Insurance, Paid Time Off, Paid Holidays, CalPERS Pension, Life Insurance, Short-Term and Long Term Disability, and more.

APPLICATION REQUIREMENTS

Please submit a completed package consisting of the following:

- District Employment Application (see below)
- Resume
- Letter of Interest
- Supplemental Questions (see below)

You can find the complete package of documents at the following link:

<https://www.slvwd.com/human-resources/pages/employment-opportunities>

Email to humanresources@slvwd.com, or mail to the following address:

Human Resources
San Lorenzo Valley Water District
13060 Highway 9
Boulder Creek, CA 95006

CLOSING DATE: June 16, 2020

APPLICATION FOR EMPLOYMENT

San Lorenzo Valley Water District
13060 Highway 9, Boulder Creek, CA 95006-9119
Phone: 831-338-2153, Fax: 831-338-7986
Website: www.slvwd.com

San Lorenzo Valley Water District is an Equal Opportunity Employer. Applicants are considered for all positions without regard to race, color, religion, sex, national origin, marital status, age, physical or mental disability, medical condition, or sexual orientation.

Title of Position Applying For	Date of Application
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Personal Information

Last Name		First Name		Middle Name	
Address	Street	City	State	Zip	
Telephone Number		Email Address			

How did you hear about this position? _____

Do you have a valid California Driver's License? ☐ Yes ☐ No

License Number	Type of License	Expiration Date
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Desired Salary: _____ Date Available: _____

Do you need reasonable accommodations to take a written test or interview? ☐ Yes ☐ No

Are you a U.S. Citizen or are you legally authorized to work in the U.S.? ☐ Yes ☐ No

May we contact your present employer? ☐ Yes ☐ No

May we contact your former employers? ☐ Yes ☐ No

Have you previously applied for employment with the District? ☐ Yes ☐ No

Have you ever been terminated or asked to resign from a position? ☐ Yes ☐ No

If yes, please explain: _____

Have you ever been employed at the District? ☐ Yes ☐ No

If yes, please explain: _____

Education and Training

Did you graduate from High School?

☐ Yes ☐ No

If not, do you possess a GED or equivalent?

☐ Yes ☐ No

Please list any degrees, certificates, and licenses below:

Employment History

Please describe your work experience in detail, beginning with your current or most recent position. If needed, attach additional sheets using the same format as on this application.

Exact Job Title	Dates of Employment	Hrs. per Week
Name of Employer	Address of Employer (include city and state)	Phone Number
Name of Supervisor	Number of Employees You Supervised (if applicable)	
Reason for Leaving		

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Name of Supervisor	Number of Employees You Supervised (if applicable)	
Reason for Leaving		

References

Please list at least three professional references.

Name of First Reference	Job Title	
Relationship	Phone Number	Email Address

Name of Second Reference	Job Title	
Relationship	Phone Number	Email Address

Name of Third Reference	Job Title	
Relationship	Phone Number	Email Address

Applicant's Statement

I hereby certify that all statements given herein are true, complete and correct to the best of my knowledge and are made in good faith. I understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment. I also agree that the District may verify past employment and educational attainments and may contact my present employer after approval has been granted.

Signature: _____ Date: _____

Supplemental Questions: Engineering Manager

Supplemental Questions are REQUIRED and MUST be submitted with your application in order to be considered for this position. Responses to the questions serve as documentation of each candidates' ability to present information clearly and concisely in writing. Responses must be typed and cannot exceed two (2) single sided electronic 8.5 X 11 inch pages.

Supplemental Questions

In responding to the questions below, please incorporate an explanation of what makes you the best candidate for this position.

1. Why do you believe you have the skills, talents and knowledge necessary to administer all engineering activities for the San Lorenzo Valley Water District?
2. Please describe your experience in writing technical reports, staff memos and preparation of RFP's.
3. Explain your experience with civil engineering principles, practices, and methods including hydraulics and hydrology.
4. Describe your experience with the design of water system projects or water system improvements. Include project inspection, materials testing activities, computations and drafting plans and drawings along with the computer aided drafting equipment used.