**Napa Sanitation District** ~~March~~July
**20~~04~~16**

**TECHNICAL SERVICES DIRECTOR~~MANAGER~~**
**~~Draft~~Salary Grade _698____**

## DEFINITION

Under administrative direction of the General Manager, serves as District Engineer and plans, organizes, directs, supervises and reviews the activities and operations of the District's Engineering division~~department~~ and~~,~~ ~~Reclamation System,~~ Regulatory Compliance division~~Pollution Prevention and office administration including safety and security~~; ensures that federal, state and local regulatory requirements are met; provides administrative support to the General Manager in areas of capital improvements, budget and engineering and constructions programs; fosters cooperative working relationships with intergovernmental and regulatory agencies and various public and private groups; exercises general supervision over department supervisory and technical staff; performs related work as assigned. This classification is designated as an "at-will" classification. This position ~~will~~ may serve as General Manager when General Manager is absent.

## SUPERVISION RECEIVED AND EXERCISED

Administrative direction is given by the General Manager. General and direct supervision is provided to Engineering, ~~division~~department and Regulatory Compliance and Pollution Prevention and Outreach ~~division~~ supervisory and support staff.

## CLASS CHARACTERISTICS

This single-position senior management class is responsible for managing and supervising the District's ~~oversees and directs all activities of the~~ Engineering D~~d~~ivision~~epartment~~, ~~and~~ Regulatory Compliance Division and Pollution Prevention and Outreach program, including day-to-day operations, short- and long-range capital improvement planning and budgeting. Responsibilities include coordinating the activities of the ~~department~~s divisons with those of other appointed officials and managing and accomplishing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering District goals and objectives within general policy guidelines.

## ESSENTIAL DUTIES (Illustrative Only)

- Serves as ~~Chief~~District Engineer ~~for the District~~ and manages all engineering activities of the District. Stamps District-designed drawings with Professional Engineer's seal as the engineer in responsible charge.
- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department.
- ~~-~~Assists the General Manager in carrying out directives of the Board of Directors.
- ~~Directs all activities of the Administration Department including accounting and human resources, safety and security.~~

- Prepares and administers the ~~ divisionepartment's~~department budget~~s~~, including materials and supplies, contract services, specified capital improvement projects and vehicle and equipment expenses.
- Plans, organizes, administers, reviews and evaluates the work of engineering~~management, operations,~~ and regulatory compliance~~-~~ technical and office support staff directly and through subordinate levels of supervision.
- Plans, organizes, administers, reviews and evaluates the work of the Pollution Prevention and Outreach Coordinator.
- Provides for the selection, training, professional development and work evaluation of department staff; ~~authorizes~~ recommends discipline as required; provides policy guidance and interpretation to staff.
- Contributes to the overall quality of the department's service by developing, reviewing and implementing policies and procedures, as well as process control, to meet legal requirements and District needs.
- Coordinates activities of staff and the department with those of other District departments and outside agencies.
- ~~Participates in and provides input for~~Oversees the District's capital improvement program, including facility construction and upgrade needs and providing project oversight and inspection as required.
- Confers with and represents the department and the District in meetings with members of the Board of Directors, various governmental agencies, developers, contractors, business and industrial groups and the public.
- Serves as the District Engineer, reviewing engineering plans, documents and reports for completeness, accuracy and compliance with the principles and practices of engineering.
- Oversee the District's wastewater pollution monitoring and control programs, including the issuance of Industrial User Permits and the District's Enforcement Response Plan.~~Manages the District's wastewater pollution monitoring and control program.~~
- Oversee the District's outreach program.
- Prioritizes and allocates available resources; reviews and evaluates program and service delivery, makes recommendations for improvement and ensures maximum effective service provision.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures and other written materials.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations and technology that may affect departmental operations; implements policy and procedural changes as required.
- Maintains knowledge and familiarity of the District's activities and the General Manager's current functions and workload ~~in order to act in his/her temporary absence~~.
- Performs related duties as assigned.

## QUALIFICATIONS

**Knowledge of:**

- Engineering theory, principles and practices and their application to a wide variety of modern wastewater treatment facilities and collection systems.
- Public works engineering including planning, design, and construction as well as contract administrative practices and principles as they relate to District construction work, including development of specifications, scope, evaluation of bids, contract monitoring, and negotiation procedures; public agency bidding, contracting and purchasing policies.

- Civil engineering principles and practices as related and applied to design, construction and operation of wastewater collection, disposal, treatment systems, and facilities.
- Principles and techniques of capital improvement design, construction, inspection, funding and long-term maintenance.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of budget development, administration and accountability.
- Project management and construction management of large and complex industrial plants, including claims and construction litigation.
- Pertinent Federal, State and local laws, codes and regulations, including those related to pre-treatment and pollution prevention.
- Principles and practices of environmental impact assessment and related regulatory processes.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Safety hazards and safety precautions related to work assignments.
- ~~Applicable laws, codes and regulations.~~
- Computer applications related to the work, including computer-aided drafting concepts and applications.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

**Skill in:**

- Planning, organizing and directing an effective engineering services program.
- Conducting complex civil engineering research projects, evaluating alternatives, making sound recommendations and preparing effective technical reports.
- Formulating and implementing programs, budgets, and administrative operations.
- Administering programs and the work of staff directly and through subordinate levels of supervision.
- Providing for the selection, training, development, motivation and work evaluation of staff.
- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the department.
- ~~Establishing and directing effective safety training programs.~~
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Effectively representing the department and the District in meetings with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.
- Preparing and directing the preparation of clear and concise reports, correspondence, policies, procedures and other written materials.
- Using tact, initiative, prudence and independent judgment within general policy and legal guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

**Education and Experience:** Any combination of training and experience, which would provide the required knowledge, skills and abilities, is qualifying. A typical way to obtain the required qualifications would be:

Graduation from an accredited college or university with a Bachelor's Degree in Civil or ~~Sanitary~~ Environmental Engineering and ten years of increasingly responsible experience in civil or ~~sanitary~~ environmental engineering field, including six years supervisory or management experience.

**License and Certifications:**

Possession of a valid Class C California Drivers License and satisfactory driving record.
Possession of a valid Certificate of Registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers.

**Physical Demands:**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to inspect development and construction sites and visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.