



**FINAL DRAFT**

**TECHNICAL SERVICES DIRECTOR – DISTRICT ENGINEER**  
**Salary Grade 698**

**DEFINITION**

Under administrative direction, serves as the District Engineer, and is a member of the Senior Management team; plans, organizes, directs, supervises, and reviews the activities and operations of the District's Engineering and Regulatory Compliance divisions; 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; may serve as General Manager in that individual's absence; and performs other duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the General Manager. Exercises direct supervision over supervisory, professional, technical, and clerical staff.

**CLASS CHARACTERISTICS**

This single-position senior management class is responsible for managing and supervising the District's Engineering and Regulatory Compliance Divisions, 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 divisions 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. This class is distinguished from the General Manager in that the latter is responsible for the management, direction, and administration of all District departments, programs, functions, operations, and services.

**EXAMPLES OF DUTIES (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Serves as District Engineer and manages all engineering activities of the District; reviews engineering plans, documents, and reports for completeness, accuracy, and compliance with the principles and practices of engineering; 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.
- Prepares and administers the department budget, including materials and supplies, contract services, specified capital improvement projects, and vehicle and equipment expenses.
- Manages and administers the District's Capital Improvement Plan (CIP).
- Attends Board of Director and Board Committee meetings, and prepares and presents staff reports and agenda items for consideration by the Board; serves as advisor to the General Manager and

Board on engineering and regulatory compliance matters; assists the General Manager in carrying out directives of the Board of Directors.

- Represents the District and makes presentations to other governmental, regulatory or private organizations, media representatives, or District employees.
- Provides for the selection, training, professional development, and work evaluation of department staff; 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.
- Oversees the District's capital improvement program, including facility construction and upgrade needs and providing any needed project oversight and inspection.
- Confers with and represents the department and the District in meetings with various governmental agencies, developers, contractors, business and industrial groups, and the public.
- Oversees the District's wastewater pollution monitoring and control programs, including the issuance of Industrial User Permits and the District's Enforcement Response Plan.
- Oversees 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.
- 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.
- Performs other 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 the 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.
- Techniques of optimal decision-making, risk and sensitivity analysis, prioritization, and management of complex and interactive programs.
- Safety hazards and safety precautions related to work assignments.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Modern office practices, methods, and computer equipment and specialized applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service effectively dealing with the public, vendors, contractors, and District staff.

**Ability to:**

- Plan, organize, and direct an effective engineering services program.
- Conduct complex civil engineering research projects, evaluate alternatives, make sound recommendations, and prepare effective technical reports.
- Strategically formulate and implement programs, budgets, and administrative operations.
- Provide effective leadership to the department and the District.
- Administer programs and the work of staff, directly and through subordinate levels of supervision.
- Provide for the selection, training, development, motivation, and work evaluation of staff.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department.
- Interpret, apply, and explain complex laws, codes, regulations, and ordinances.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Analyze complex problems, prepare concise and accurate reports and findings, and make sound recommendations.
- Prepare and direct the preparation of clear and concise reports, correspondence, policies, procedures, and other written materials.
- Operate modern office equipment, including computer equipment and specialized software application programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish and maintain 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:*

**Education**

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in civil or environmental engineering, or a related field.

**Experience**

Ten (10) years of progressively responsible civil or environmental engineering program experience, six (6) years of which must be in a supervisory or management capacity.

### **License and Certifications:**

- Must possess a valid Class C California Driver's License and maintain a satisfactory driving record.
- Must possess 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; to operate a motor vehicle and to 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. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

### **ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. When working in the field environment, employees are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.