



Engineering Manager

SALARY (exempt): \$15,000 - \$22,000 Month

CLOSING DATE: Open until filled

APPLY: <https://www.eocwd.com/employment-op>

Job Description:

General Purpose

Under general supervision and direction of the General Manager, the Manager of Engineering plans, organizes, manages, directs, and supervises the engineering and construction activities of the District. Develops and implements the District's capital improvement program. The Manager of Engineering is a high-level managerial position distinguished by the position's responsibility for exercising a wide latitude of independent decision making and responsibilities in directing the day to day work of the District.

Distinguishing Characteristics

The engineering manager is responsible for all engineering activities of the District, including project planning, environmental programs/planning and compliance, design, construction, permitting, right-of-way, and other programs. This position provides assistance to the General Manager in a variety of administrative, coordinative, analytical, technical, and liaison capacities. Successful performance of the work requires knowledge of public policy, municipal functions and activities, and the ability to develop, oversee and implement projects and programs in a variety of areas.

Essential Duties and Responsibilities

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed:

- Assumes managerial responsibility for all services and activities of the Engineering Department, including capital improvement programs and projects, GIS support, development project review and approval, and field inspection work.
- Develops, directs and ensures implementation of goals, objectives, policies, procedures and work standards for the department; establishes, within District policy, appropriate service and staffing levels.
- Performs project management and administration of District projects.
- Develops and implements the District's Capital Improvement Plan.
- Develops requests for proposals for professional and/or construction services and the advertising and bid processes; evaluates proposals and recommends project award; administers contracts after award; participates in the negotiation and administration of contracts for construction projects; ensures contractor compliance with District standards and specifications, time and budget estimates; analyzes and resolves complex problems that may arise; recommends and approves field changes.
- Analyzes civil engineering plan design, specifications, consultant and staff comments in accordance with design requirements and municipal and intergovernmental standards and regulations; recommends approval for additional engineering conditions and changes.

- Reviews and approves all plans and specifications for capital improvement projects, District standard plans and specifications, and other engineering and design documents.
- Oversees the permitting process, plan review and approval, connection fees, and inspection of development projects within the District.
- Meets and confers with contractors, engineers, developers, architects, a variety of outside agencies, and the general public on development issues and acquiring information.
- Oversees the District's property and right-of-way acquisitions and disposals, ensuring compliance with all applicable laws and procedures and conducting appropriate negotiations to protect the District as well as private sellers and buyers of property/right-of-way.
- Represents the District to elected officials and outside agencies; explains and interprets District programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Participates on and makes presentations to the Board of Directors and a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of engineering.
- Monitors changes in laws, regulations and technology that may affect District operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the General Manager.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other duties as assigned.

Required Knowledge, Skills, Abilities:

- Principles and practices of the construction, installation, and inspection of a wide variety of facilities, and structures.
- Civil engineering principles, concepts, standards, and practices associated with utilities programs and private development projects.
- 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 environmental impact assessment and related regulatory processes.
- Methods, materials and techniques used in the construction of municipal utilities and capital improvement projects.
- Public agency budgetary, contract administration, District-wide administrative practices; and general principles of risk management related to the functions of the assigned area.
- Applicable Federal, State, and local laws, codes, regulations, and procedures.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures and operational needs; principles and practices of municipal government administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.
- Technical, legal, financial, and public relations problems associated with the management of engineering projects and programs.
- Methods and techniques for writing and presentations, contract negotiations, business correspondence and information distribution; research and reporting methods, techniques and procedures.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with government agencies, community groups and various business, professional, regulatory and legislative organizations.
- Techniques for dealing effectively with the public, vendors, contractors and District staff, in person and over the telephone.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the District.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct technical work of the District
- Select, train, motivate and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- Effectively represent the District in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory and legislative organizations, and in meetings with individuals.
- Prepare clear and concise reports, correspondence, policies, procedures and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work

Physical Activities

- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 25 lbs.
- Stoops, kneels, crouches, crawls, and climbs during field observation.
- Works in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Uses office equipment such as computer terminals, plotters and copiers.
- Sits, stands and walks for extended time periods.

Qualifications

Proven track record and broad experience in facilities and/or construction engineering. A minimum of 10 years of experience in planning and directing complex engineering projects or programs, 8 years of which is at the Engineering Division Head or senior level. A Bachelor of Science degree in an engineering discipline such as civil, mechanical or environmental engineering with demonstrated 10 years of experience in the field of facilities design, construction and operations & maintenance preferably with experience in public agency work. A current Professional Engineer License. Valid California class C license with a satisfactory driving record.