

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2019

POSITION TITLE: **ENGINEERING MANAGER - CIP & DEVELOPMENT**

GRADE LEVEL: M17

SUPERVISOR TITLE: Assistant General Manager – Engineering and Operations

FLSA Status: Exempt Non-Exempt At-Will

BARGAINING UNIT: RCWDEA RCWD MPCEA






DEFINITION

Under general direction, this position manages and/or coordinates the services and activities of the Engineering Design functional area of the District's Engineering Division, as it relates to defining, programming, implementing, and processing District-led capital improvement, renewal, and replacement, as well as developer-led facility improvement projects

CLASS CHARACTERISTICS

This is a middle management level classification responsible for the oversight and direction of a District department or functional work unit consisting of professional and/or technical staff. Responsibility also consists of performing and administering highly complex engineering design work requiring substantial professional training and experience. This position reports to the Assistant General Manager – Engineering and Operations. This job classification is represented by the Rancho California Water District Managers Professional Confidential Employees Association (RCWD MPCEA) bargaining unit

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

-  Participate in and contribute to coordination, strategy, policy development, and other activities of the general manager, assistant general manager and executive management team in support of the District's strategic objectives
-  Leads and manages the technical support for the SRRRA JPA and is responsible for SRRRA TAC
-  Oversees design and construction functions of the District
-  Provide technical support to key litigation or dispute resolution efforts as required
-  Manage and/or coordinate related engineering design activities and initiatives to

achieve assigned goals and objectives; evaluate and recommend necessary resources, staffing, organizational structure, and strategies

- ✎ Review and evaluate work methods, procedures, services and products; identify and recommend evaluation standards and criteria; monitor and assess measures of effectiveness and efficiency
- ✎ Develop, implement, and ensure compliance with District policies and procedures
- ✎ Participate in hiring, supervising, training and evaluating assigned staff; define and monitor staff performance requirements; provide coaching for performance improvement, and take disciplinary action for performance deficiencies
- ✎ Develop and recommend the department's budget; participate in monitoring appropriations and expenditures; recommend mid-year budget adjustments as necessary
- ✎ Respond to and resolve difficult and complex citizen inquiries and complaints
- ✎ Manage and/or participate in the planning, prioritization, scoping, implementation, and administration of capital improvement/replacement and maintenance projects
- ✎ Prepare and review a wide array of technical correspondence and documentation, such as studies, reports, letter correspondence, requests-for-proposals, Board letters, agreements, contract specifications, cost estimates, legal advertisements, graphic displays, etc.
- ✎ Assist with developing/updating various elements of the District's Master Plans or related planning studies
- ✎ Manage and/or assist with District plan check services and the processing of developer-led facility improvement projects
- ✎ Manage and/or direct outside engineering consultants performing work for the District
- ✎ Manage and/or assist with the formation of assessment districts and community facilities districts, and determination of rates, fees and charges
- ✎ Implement, manage and coordinate the updating, maintaining, and archiving of engineering design documents, to include but not limited to, planning studies, record drawings and specifications, work procedures, and standard drawings
- ✎ Prepare and present project-related and/or technical information to the Board of Directors or other agency personnel
- ✎ Participate in the District's Management Team
- ✎ Lead and/or participate in various District team-driven initiatives
- ✎ Prepare, review, and/or coordinate preparation of project-related studies and documentation required by the California Environmental Quality Act (CEQA)
- ✎ Perform related duties as assigned

QUALIFICATIONS

Knowledge of:

- ✎ Complex principles and practices of water utility, including applicable planning, engineering, and construction facets
- ✎ Principles of employee supervision including training, development and performance evaluation
- ✎ Techniques of public agency budget administration
- ✎ General principles of public administration and management related to the implementation and evaluation of programs, operations and services
- ✎ Principles and practices of sound safety management
- ✎ Applicable laws, codes and regulations

Ability to:

- ✎ Lead and participate in a full range of professional engineering duties
- ✎ Evaluate operational and administrative problems and formulate effective strategies and solutions
- ✎ Select, supervise, train and evaluate assigned staff
- ✎ Administer an assigned department budget
- ✎ Interpret and apply laws, codes, regulations, policies and procedures
- ✎ Use computer technology, including GIS, in support of department objectives and duties
- ✎ Comply with and enforce the District's Safety, Health and Environmental policies
- ✎ Gain cooperation through discussion and persuasion

SELECTION GUIDELINES

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: Five (5) or more years of progressively responsible civil engineering experience with three (3) or more years of supervisory experience with a public utility

Training: Equivalent to a Bachelor of Science degree in Civil or Mechanical Engineering from an accredited college or university. Master's degree in a related field is desirable

Licenses and Certificates:

- ✎ Valid California driver's license, required
- ✎ Professional Civil Engineer - State of California, required

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The essential functions of this position will require the employee to perform the following physical activities:

- ✎ Frequently use office equipment such as a computer, copier and FAX machine
- ✎ Must be able to carry, push, pull, reach and lift materials and objects up to 25 lbs.
- ✎ Extended standing, walking, sitting, reaching, stooping, and bending
- ✎ Communicates verbally with District management, co-workers, and the public in face-to-face, one-on-one, and group meetings
- ✎ Regularly uses a telephone or radio for communication
- ✎ Ability to speak and hear both in person, by telephone, and radio
- ✎ Vision within normal ranges including color vision with or without correction
- ✎ Regular attendance

The essential functions of this position will require the employee to be exposed to the following working conditions:

- ✎ Work in a temperature controlled office environment with moderate noise
- ✎ Occasional work in the field where noise is at times loud and employee may be exposed to hot and cold conditions; inclement weather, or traffic hazards

OTHER REQUIREMENTS

- ✎ This position is classified as exempt from state and federal overtime pay provisions, because the duties and responsibilities meet the requirements for exemption under the Fair Labor Standards Act. The position will be required to work varying hours, weekends, and holidays as the day-to-day job duties may require

_____	_____
Employee Signature	Date
_____	_____
Supervisor/Manager Signature	Date