EL DORADO IRRIGATION DISTRICT
Class Specification

CLASS TITLE: Engineering Manager

DEFINITION

Under administrative direction from the Director of Engineering plans, organizes, directs and coordinates the activities of an assigned Engineering Division within the Engineering Department including planning and designing water storage, water and wastewater treatment, distribution, hydroelectric, and recycled water facilities; coordinates engineering activities with other divisions and departments; and provides highly complex staff assistance to the Director of Engineering.

DISTINGUISHING CHARACTERISTICS

The Manager level recognizes positions that provide full line and functional management responsibility for a division, as identified by the District, within a department.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director of Engineering. Responsibilities include supervisory authority over supervisory, professional, technical and support positions.

EXAMPLES OF ESSENTIAL DUTIES: the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

Develops and implements divisional goals, objectives, policies and procedures; assists Department Director with department-wide goals and objectives.

Plans, organizes and directs engineering activities which includes master planning, design, and construction efforts for water storage, water and wastewater treatment, distribution and collection, recycled water program, asset management and rehabilitation programs and hydroelectric generation facilities.

Directs, oversees and participates in the development of assigned Engineering Division work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.

Prepares assigned Engineering Division budget; implements division budget; forecasts additional funds needed for staffing, equipment, materials and supplies to support division; administers division budget.

Recommends to the Department Director the appointment of personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures as required; maintains discipline and high standards necessary for the efficient and professional operation of the Department.

Develops, reviews, approves and ensures technical drawings and specifications for design projects are prepared according to project and District requirements and standards.
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Ensures engineering activities are in compliance with local, State and Federal laws, codes and regulations, including California State Water Resources Control and Regional Boards, California Department of Public Health and Federal Energy Regulatory Commission; advocates, tracks and implements regulations as they relate to projects.

Develops and manages objectives and standards for the planning and design of projects; maintains project quality standards; oversees the preparation and revision of engineering standards.

Attends Board of Directors’ meetings and provides data, information, advice and special reports pertaining to the activities of the division.

Meets with the public, private contractors, developers and various professional and governmental representatives pertaining to engineering activities; responds to requests from government and private entities, elected officials and the general public for information regarding programs, strategies, goals and objectives of division.

Negotiates NPDES, WDR and other regulatory permits; reviews new regulations and legislative issues and interfaces with FERC, LAFCO, CDPH, and other State and regional boards concerned with water and wastewater issues.

Develops master plans and short-term development strategies and provides technical assistance to other divisions and departments as required.

Reviews proposed legislation to determine impact on division operations and makes recommendations to Department Director in response to legislation.

Oversees the review of and approves facility improvement letters, facility plan reports, and developer plans for new water, wastewater and recycled water facilities; negotiates responsibilities for cost of facilities and reimbursement agreements with developers.

Manages capital budgets; negotiates with interested groups and agencies to gain cooperation and/or agreement on pertinent policies, regulations, permits and policies.

Manages the selection and oversight of consultants for design work; reviews consultants’ proposals to ensure that reports, master plans, design drawings and detailed design specifications are prepared according to project requirements.

Represents the division and department to outside agencies and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.

Researches and prepares technical and administrative reports; prepares written correspondence.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.
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Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:
Principles and practices of professional engineering as applied to planning, design, cost estimating, construction, installation, operation, inspection, and/or operation of a wide variety of waterworks and hydroelectric facilities. Principles and practices of leadership, motivation, team building and conflict resolution. Pertinent local, State and Federal rules, regulations and laws. Modern office procedures and computer equipment. Principles and practices of organizational analysis and management. Budgeting procedures and techniques. Principles and practices of supervision, training and personnel management. Sources of civil engineering information including construction materials, local building codes, structural design codes and reference sources. Environmental impact requirements and assessments.

Skill/Ability to:
Organize and direct the operations of an assigned Engineering Division. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Gain cooperation through discussion and persuasion. Interpret and apply District and department policies, procedures, rules and regulations. Monitor new developments, legislation, and other agencies’ activities which may affect the District. Apply engineering principles and techniques to the analysis and solution of civil and related engineering problems of considerable importance and complexity. Evaluate and review the results of engineering investigations and studies, cost estimates, plans and specifications for conformity with sound engineering practices and effective operations. Evaluate alternative proposals in relation to engineering and economic feasibility. Supervise, train and evaluate personnel. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing. On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various personnel rules; and explain and interpret policy. Ability to maintain regular and predictable attendance. On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

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

Experience:
Five years of increasingly responsible experience performing professional engineering duties; including three years of supervisory responsibility.
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Education:
Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering or a related field.

SPECIAL QUALIFICATIONS

License and Certificate:
Possession of, or ability to obtain, a valid California driver’s license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Possession of a current certificate of registration as a Professional Civil Engineer in California.