

Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Job title	Senior Director of Engineering
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GENERAL PURPOSE

Under policy direction from the Assistant General Manager of Planning, Engineering and Construction, plans, organizes, manage, and evaluates the activities, operations, and services of the following departments: Engineering; Field Engineering; and Engineering Services; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single position class is responsible for managing and integrating a wide variety of functions, programs and staff engaged in the engineering activities associated with the District's water, wastewater and recycled water treatment, storage, distribution and collection systems and facilities. Within assigned areas of accountability, the incumbent operates with substantial latitude and discretion to achieve effective and efficient utilization of resources in serving the District's constituencies and rate payers.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from an Assistant General Manager. Exercises direct supervision over managerial, supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Plans, organizes, controls, integrates, and evaluates the work of assigned departments to ensure services comply with the policies and strategic direction set by the General Manager, Board of Directors and all applicable laws and regulations; with assigned department heads, develops, implements, and monitors short and long-term plans, goals and objectives focused on achieving the District's mission, Strategic Plan and Board priorities.

- Directs the development of assigned department operating and capital improvement budgets; monitors implementation of adopted budgets; directs the development, implementation and evaluation of plans, programs, projects, policies, systems, and procedures to achieve short- and long-term District-wide goals, objectives, and work standards within assigned areas of accountability.
- Plans and evaluates performance of assigned managers and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's personnel rules, policies and labor contract provisions where applicable.
- Provides leadership and works with assigned management team to develop and retain highly competent, customer-service oriented staff through selection, compensation, training, and day-to-day management practices which support the District's mission, strategic plan, objectives, and values.
- Directs and coordinates the implementation of a variety of District projects, relating to current and long-range District capital improvement and facilities expansion needs; plans, directs, and coordinates project management activities for a variety of distribution/ collection system expansion, improvement and maintenance projects, including the preparation of plans, specifications, designs, estimates and schedules; coordinates project monitoring programs; coordinates construction administration activities and engineering records management.
- Participates in assessing regional, industry, District service area, improvement/assessment district, community and customer needs and ensures branch/department objectives and priorities are focused on meeting those needs effectively, efficiently, and with high quality service.
- Interprets General Manager, Deputy General Manager, Assistant General Manager, and Board of Director instructions and requests; makes interpretations of District ordinances, policies, and applicable laws and regulations to ensure compliance within assigned areas of accountability.
- Participates in the analysis of proposed legislation and regulation; participates in industry and intergovernmental activities to influence legislative and regulatory change consistent with the District's interests and needs; represents the District as requested or assigned in dealings with constituent agencies in the District's service area, the Metropolitan Water District and with other industry and governmental agencies, and professional organizations.
- Participates in major negotiations with contractors, consultants, developers, vendors, and other public agencies.
- May act for the Assistant General Manager in that incumbent's absence.

REQUIRED QUALIFICATIONS

Knowledge of:

- Theory, principles, practices and techniques of civil engineering, organization design and development, and planning as they apply to a large, complex public water utility.
- Principles, practices, and techniques involved in the planning, design, construction, maintenance and operation of a large, complex potable water distribution and water reclamation system.
- Federal, state, and local laws, regulations, and court decisions applicable to a water distribution and reclamation system.
- District functions and associated management, financial and public policy issues.
- Principles and practices of budgeting, purchasing and maintenance of public records.
- Organization and functions of an elected board of directors; the Brown Act and other law and regulations governing the conduct of public meetings; social, political, and environmental issues influencing program/project development and implementation; research methods and analysis techniques; principles and practices of effective human resource management and supervision; District personnel rules, policies, and labor contract provisions; principles and practices of sound business communications.

Continuous Improvement Knowledge:

Participates in regional, state, and national water, water reclamation and other professional meetings and conferences to stay abreast of trends and technology related to District operations, particularly in areas of assigned accountability.

Ability to:

- Analyze and make sound recommendations on complex management and administrative issues plan.
- Organize and direct the engineering functions of a large, complex water distribution and water reclamation system; understand, interpret, explain, and apply District policy and procedures.
- Present proposals and recommendations clearly, logically, and persuasively in public meetings.
- Represent the District effectively in negotiations.
- Develop and implement appropriate procedures and controls.

- Prepare clear, concise, and comprehensive correspondence, reports, studies, and other written materials.
- Exercise sound, expert independent judgment within policy guidelines.
- Establish and maintain effective working relationships with Board members, all levels of District management, other elected and appointed governmental officials, consultants, contractors, developers, vendors, employees, media representatives and the public.
- Exercise tact and diplomacy in dealing with sensitive, complex, and confidential issues and situations.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Ten (10) years of progressively responsible post licensure/registration experience in the design and/or construction of large, complex water and wastewater systems, three (5) of which should be in a management capacity.

Education:

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

Licenses/Certifications:

- A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.
- A certificate of registration as a Professional Civil or Mechanical Engineer issued by the State of California.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen, and to operate a motor vehicle and visit various District sites; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required.

Eastern Municipal Water District
Job Title: Senior Director of Engineering
Last Update: January 2022

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.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

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This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>March 20, 2019</i>
Date modified:	<i>January 2022</i>
FLSA determination:	<i>Exempt</i>

Job Description Acknowledgment

I have received, reviewed, and fully understand the job description for Senior Director of Engineering. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____