SOUTH COAST WATER DISTRICT

CHIEF ENGINEER (EX A.)

DEFINITION

The incumbent plans, organizes, manages and provides administrative and technical direction and oversight for all functions and activities of the Engineering Department, including long- and short-range project planning, environmental programs/planning and compliance, design, construction, permitting, right-of-way, and other programs; coordinates assigned activities with other District departments, officials, outside agencies, and the public; fosters cooperative working relationships among District departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional engineering assistance to District management staff in areas of expertise; and performs related work as required. When designated, may act as General Manager in the General Manager’s absence.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the General Manager. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. The incumbent supervises professional, technical and clerical staff.

CLASS CHARACTERISTICS

This is an executive level, non-merit system, contract position. The title is Chief Engineer. The position is the principal engineer for all construction, facilities, and related engineering and planning for the District. This position oversees, directs and participates in all activities of the Engineering Department, including long- and short-range project planning, environmental programs/planning and compliance, design, construction, permitting, right-of-way, and other programs. This class 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. Responsibilities include coordinating the activities of the department with those of other departments and agencies and managing and overseeing 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.

The incumbent ensures that her/his activities are aligned with and support the South Coast Water District’s policies, mission, vision, core values, core strategies, and annual action items as well as performance measures.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Duties may include, but are not limited to, the following:

- Assures managerial responsibility for all services and activities of the Engineering Department, including District and JRWSS capital improvement programs and projects, the District’s GIS system, 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.
- Manages and participates in the development and administration of the department’s budget; directs the forecast of additional funds needed for staffing, equipment and supplies; directs the monitoring of and approves expenditures; directs the preparation and implementation of budgetary adjustments.
- Selects, trains, mentors, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; conducts quarterly performance and development sessions with each direct
report; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.

- Contributes to the overall quality of the department’s service by developing, reviewing and implementing policies and procedures to meet legal requirements and District needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Performs project management and administration of consultant and in-house capital improvement and other special projects.
- Develops and implements the District’s Infrastructure Master Plan.
- Oversees the development of consultant requests for proposal 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.
- Conducts capital improvement project planning activities; provides oversight and input into the conceptual design of engineering projects; investigates and resolves problems with scope of work or cost issues of major facility upgrade and replacement projects.
- 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 Engineering Department to other District departments, elected officials and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conceptualizes, directs, and manages crucial District engineering projects and programs;
- Leads, directs, and/or participates in the consultant selection process for architect/engineer contracts;
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies and procedures as appropriate.
- Works in partnership with the Contract Manager to devise and recommend best acquisition strategies for complex design and construction projects;
- Negotiates contracts and agreements; coordinates with legal counsel and District department representatives to determine District needs and requirements for contractual services.
- 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.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations and technology that may affect District or departmental 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 AND 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 department and 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 and coordinate the work of supervisory, professional and technical personnel; delegate authority and responsibility.
- 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 administer special projects with contractual agreements and ensure compliance with stipulations, and a variety of District programs and administrative activities.
- Conduct effective negotiations and effectively represent the District and the department 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.

**REQUIRED EXPERIENCE AND TRAINING:** 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, five years of which is at the Engineering Division Head or senior level. A Bachelor’s of Science degree in an engineering discipline and a Master’s of Science degree in civil or sanitary engineering; or, in mechanical, electrical or environmental engineering with demonstrated 10 years of experience in the field of facilities operations & maintenance and/or construction management.

**ADDITIONAL REQUIREMENTS:** A current Professional Engineer license. Valid California class C driver’s license with satisfactory driving record.

**PREFERENCES:** Significant experience with Architect-Engineer and/or Construction contracts. Possess a Certification as a Federal Acquisition Professional (Level III) or equivalent professional construction/facilities contracting certification. Possess a Certification in Program Management from the PMI or equivalent.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various District infrastructure, development, field operations and work sites, including the ability to climb ladders and stairs; and 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 in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter 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 weighing up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels and controlled temperature conditions, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

*The specific statements shown in each section of this classification description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned functions. 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.*