



HERITAGE RANCH COMMUNITY SERVICES DISTRICT

DISTRICT ENGINEER

DEFINITION

Under general direction, plans, manages, and oversees any and all engineering related activities; works alone or with the General Manager and/or consulting engineers in planning, design, construction, and inspection of District facilities and capital projects; program and project management; coordinates assigned activities with outside agencies; performs advanced level professional engineering work; and provides highly responsible and complex technical and administrative support to the General Manager; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the General Manager. May exercise direct and general supervision over engineering staff.

CLASS CHARACTERISTICS

This is a high-level professional engineering classification. Under general direction, acts as program or project manager, design squad leader, or resident engineer on simple to complex public works projects; supervises and trains the work of professional and technical engineering staff.

Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility, as well as coordinating activities with those of other departments and outside agencies. The District Engineer is typically assigned duties to manage significant programs and projects and may act as the General Manager in their absence.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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.

- Plans, manages, oversees, and organizes planning, engineering and construction of District facilities and construction inspection activities; ensures activities are in compliance with applicable codes, plans, and District standards.
- Researches, analyzes, writes, and presents a variety of technical reports relating to current and long-range District projects; interprets technical reports for non-engineering personnel, Board members, and others; prepares and presents staff reports and other necessary correspondence.
- Conduct studies to assist in determining plans, designs and costs of engineering projects; make technical engineering computations; prepare reports and recommendations outlining cost/benefits of alternative project proposals.
- Prepares or directs preparation of requests for proposals, bid documents, construction plans and specifications, and contracts; conducts pre-bid conferences to discuss District requirements; reviews bids/proposals and recommends bid awards; monitors and coordinates construction contracts.

- Prepares requests for qualifications for professional services and conducts pre-proposal conferences to discuss District requirements; reviews proposals and recommends awards; monitors and coordinates professional services agreements.
- Prepares and/or directs District engineering projects.
- Reviews, approves and signs plans for development projects.
- Represents the District to outside agencies, organizations, and elected officials.
- Manages and participates in the development and implementation of goals, objectives, policies and priorities for the department; recommends and administers policies and procedures.
- Participates in the development and administration of and oversees department budgets.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of assigned programs; continuously monitors service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the General Manager.
- Meets with staff to identify and resolve problems; reviews and evaluates work products, methods, and procedures.
- Recommends and administers policies and procedures related to process guidelines, design standards, and plans and specifications while ensuring that operation and maintenance, financial, regulatory, and legal requirements are met.
- Meets and confers with contractors, engineers, developers, architects, a variety of outside agencies, and the general public in acquiring information and coordinating operations and maintenance projects and services.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of water and wastewater; research emerging products and enhancements and their applicability to District needs.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Engineering theory, principles, methods, and materials utilized in the design, construction, and maintenance of public works projects.
- Water and wastewater collection and treatment, distribution, and disposal systems.
- Principles of land surveying.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and project management.
- Principles and practices of budget development and administration and contract administration.
- Principles, practices, materials, and tools used in the operation, maintenance, and repair of water and wastewater systems, facilities, and appurtenances.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- General principles of risk management related to the functions of the assigned area.
- Recent and on-going developments, current literature, and sources of information related to water and wastewater engineering.
- Safety principles and practices.
- 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 providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Analyze engineering problems, make viable and sound technical recommendations, prepare reports, prepare plans and specifications, and supervise the work of subordinates as assigned.
- Manage complex and technical programs and projects in an independent and cooperative manner.
- Evaluate and develop improvements to procedures, policies, or methods.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- 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.
- 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, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Graduation from an accredited four-year college or university with a bachelor's degree in Civil Engineering or a closely related engineering field (Job-related professional level civil engineering experience may be substituted for the required education on a year-for-year basis); **AND**

One year of professional level civil engineering, traffic engineering, or land surveying experience. (Possession of a master's degree in Civil Engineering or a closely related field may be substituted for the required experience.); **AND**

Two years of specialized professional level civil engineering experience serving as project leader or resident engineer or similar role.

Licenses and Certifications:

- A valid **CALIFORNIA** driver license is required at the time of appointment and must be maintained throughout employment.
- Possession of a valid Certificate of Registration as a Civil Engineer issued by the California State Board of Registration is required at the time of application and must be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in an office setting and use standard office equipment, including a computer, and in the field and standard wastewater and water treatment plant and related facilities; strength, stamina, and mobility to inspect various District sites; to operate a motor vehicle and to visit District and meeting sites; vision to read printed materials and a computer screen; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds and heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

The employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to potentially hazardous physical substances. The employee occasionally works in the field and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. The employee interfaces with staff, management, and the public in providing customer service, explaining District policies and procedures, and requesting and providing information.

EFFECTIVE: July 1, 2021
DEPARTMENT: Administration
FLSA: Exempt