



DECEMBER 2020
FLSA: EXEMPT

DIRECTOR OF ENGINEERING, OPERATIONS, and MAINTENANCE

DEFINITION

Under administrative direction, plans, organizes, manages and provides administrative direction and oversight for all functions and activities of the Engineering, Operations, and Maintenance Division, including long- and short-range project planning, program compliance, design, pipeline maintenance and construction, water production, water quality management, water loss control, and other programs; coordinates assigned activities with other District divisions, 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 assistance to the General Manager in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the General Manager. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision over supervisory, professional, technical, and administrative support staff directly and through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a division-head classification that oversees, directs, and participates in all activities of the Engineering, Operations, and Maintenance Division comprised of the Engineering, Operations, and Maintenance departments. This class provides assistance to the General Manager in a variety of administrative, coordinative, analytical, and liaison capacities, and serves with the General Manager and Assistant General Manager/Chief Financial Officer as a member of the District's Executive Team. Successful performance of the work requires knowledge of public policy, District 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 division with those of other divisions, departments, and agencies and managing and overseeing the complex and varied functions of the division. The incumbent is accountable for accomplishing divisional and departmental planning and operational goals and objectives and for furthering District goals and objectives within general policy guidelines.

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.

- Provides executive-level leadership in assisting in the development, implementation, and evaluation of the District's Strategic Plan and other policy directions of the Board of Directors.
- Assumes full management responsibility for all services and activities of the Engineering, Operations, and Maintenance Division, including making important decisions regarding water

supply, the operations and maintenance activities of the District's distribution system and facilities, new water main installations, and investigations of water quality issues.

- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the division; establishes, within District policy, appropriate budget, service, and staffing levels.
- Manages the division's annual operating and capital budgets; forecasts funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Selects, trains, mentors, motivates, and directs divisional personnel; evaluates and reviews work for acceptability and conformance with divisional standards, including program and project priorities and performance evaluations; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Plans, directs, manages, and oversees all engineering services and activities; recommends and administers policies and procedures; ensures compliance with local, state, and federal regulations.
- Oversees the development and implementation of the District's Water Master Plan, Capital Improvement Plan, Emergency Response Plan, Hazard Mitigation Plan, Urban Water Management Plan, Water Shortage Contingency Plan, and other operational and/or regulatory planning 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, other departments, and the general public on development issues and acquiring information.
- Represents the Engineering, Operations, and Maintenance Division to other District divisions and departments, elected officials, and outside agencies; explains and interprets divisional and departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Manages and implements a variety of divisional, departmental, organizational, and operational studies and investigations, including hydrologic, drainage, and groundwater studies; coordinates with consultants, prepares designs, and identifies project staffing needs; conducts research and analyzes data; develops reports and recommends modifications to programs, policies, and procedures as appropriate.
- Oversees the development of consultant requests for proposals/qualifications 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 and time and budget estimates; analyzes and resolves complex problems that may arise; recommends and approves field changes.
- Attends and participates in a variety of boards, committees, and task forces; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of engineering.
- 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.
- Responds to emergency situations, as necessary.
- Ensures the District's safety program and goals are implemented and carried out in the Engineering, Operations and Maintenance Department; develops and proposes safety requirements to be carried out in the departments.

- Working with key District personnel, develops and administratively supports the District's safety program to include emergency management and disaster preparedness programs.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Best practices in organizational, division, and departmental strategic planning.
- 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 the construction, installation, maintenance, operation, and inspection of a large water production and distribution system.
- Civil engineering principles, concepts, standards, and practices associated with water systems and water science engineering.
- Public agency budget development, financing, contract administration, and District-wide administrative practices; 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 special district government administration.
- Principles and practices of water system management; theories, principles, and practices required for maintaining water quality in water treatment and distribution.
- Technical, legal, financial, and public relations problems associated with the management of engineering projects and programs.
- Social, political, and environmental issues influencing water program and project development, implementation, and maintenance.
- Recent developments, current literature, and sources of information regarding water science engineering.
- Methods and techniques for writing and presentations, contract negotiations, business correspondence and information distribution; research and reporting methods, techniques, and procedures.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
- Research methods, statistical and financial analysis, and modeling techniques.
- 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 governmental agencies, community groups, and various business, professional, educational, and regulatory organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Provide administrative and professional leadership and direction for the division and the District.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.

- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with applicable 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, 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, District programs and administrative activities. Including those with contractual agreements.
- Conduct effective negotiations and effectively represent the District and the division 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 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

Equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering, or a related field, and seven (7) years of increasingly responsible professional water utility engineering experience, including at least three (3) years in a management and/or administrative capacity.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of, and ability to maintain, a valid registration as a Professional Civil Engineer issued by the State of California.
- Possession of, and ability to maintain, a valid Grade V Water Distribution Operator Certificate issued by the State Water Resources Control Board is desirable.
- Possession of, and ability to maintain, a valid Grade IV Water Treatment Operator Certificate issued by the State Water Resources Control Board is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle, and to visit various District and meeting sites; to inspect various

District infrastructure, development, field operations, and work sites, including the ability to climb ladders and stairs; 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.

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.