TITLE: Director of Engineering
SECTION: Administration
DEPARTMENT: Engineering
SRN E-17:

REPORTING RELATIONSHIP:

Reports to: General Manager-Chief Engineer

Directly supervises the following positions:

Assistant Director of Engineering; Environmental Services Manager; Engineering Managers, Resource Engineer, and Administrative Staff.

DEFINITION:
Under general direction, directs, coordinates, and exercises functional authority for the; (1) planning, design and construction of CVWD capital assets, (2) water quality/quantity monitoring and compliance, (3) environmental programs, (4) management of CVWD real estate assets and encroachment permit system, (5) survey and computer-aided drafting (CAD) of CVWD assets and (4) other duties as assigned.

ESSENTIAL FUNCTIONS:

2. Develops and manages the design and construction of capital programs/projects within each engineering functional area.
3. Reviews facility design and construction for compliance with engineering principles, engineering standards, CVWD standards/specifications and contract requirements. Evaluates and approves design specifications, drawings and contract documents.
4. Provides administrative review and control over capital programs/projects by assuring design and construction cost estimates and schedules are accurately developed; monitors design and construction progress; monitors actual versus estimate design and construction costs and ensures integrated startup of new facilities with the operating functions of the District.
5. Evaluates the performance of engineering consultants and contractors and makes recommendations regarding their engagement.
6. Develops and manages water quality/quantity monitoring and compliance programs to ensure compliance with federal, state and local water quality/quantity regulations.
7. Develops and manages CVWD’s environmental programs to ensure compliance with local, state and federal environmental laws and regulations. Coordinates environmental approvals form CVWD’s Environmental Assessment Committee (EAC).
8. Develops and manages CVWD’s real estate asset programs including the encroachment permit system.
9. Directs the survey and CAD of CVWD assets.
10. Develops and manages the technical/engineering support for CVWD rates and charges and works closely with the Finance Department.
11. Directs the preparation and administration of the annual departmental operating budget.
12. Directs the preparation and administration of the annual Capital Improvement Budget (CIB).
13. Advises the General Manager-Chief Engineer on technical standards and policies, specifications, bidding, contract provisions and other technical matters.
14. Makes presentations on a variety of engineering, water quality and environmental topics to the Board of Directors, employee groups and the public.
15. Mentors Engineering Department staff and provides advice on the administrative, scientific and technical aspects of the work.
16. Assigns personnel to specific phases or aspects of programs/projects such as planning, technical studies, water quality studies, environmental studies, facility design, preparation of specifications, preparation of drawings and construction management.
17. Supervises, assigns, reviews and evaluates the work of professional, water quality, environmental, technical, and other staff; establishes and provides employee training and development, goals, objectives and performance standards; documents performance deficiencies and takes appropriate disciplinary action.

**DESIRED MINIMUM QUALIFICATIONS:**

**License or Certificates:**

- Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.
- Possession of a valid certification of registration as a Civil Engineer issued by the State of California.

**Knowledge of:**

- Principles and practices of civil engineering with particular emphasis on the design and construction of domestic water, wastewater, recycled water, stormwater and irrigation systems.
- Federal, state and local laws and regulations relating to water rights, water development and stormwater control.
- Federal and state water quality programs including the Safe Drinking Water Act and the Clean Water Act.
- Federal, state and local environmental law and regulations and environmental compliance programs.
- Public finance and operating and capital budget development.
- Public relations and speaking.
- Administration, organization, planning, staffing and supervision.
Abilities:

- Conceive, plan, direct, and coordinate long range domestic water, wastewater recycled water, irrigation & drainage, stormwater programs containing complex interrelationships and a variety of functional specialties.
- Prepare and carry out departmental and CVWD policies relating to personnel, budget, training, and organization.
- Coordinate departmental activities with other CVWD functions and outside public and private organizations.
- Keep abreast of new ideas, trends, programs, laws, and concepts in the fields of flood control, sanitation, water development, water use, and water conservation.
- Effectively participate in a wide variety of conferences and meetings.
- Prepare and review comprehensive, technical engineering reports.
- Work effectively and cooperatively with several levels of government, the public, and district employees.

EDUCATION AND EXPERIENCE:
Any combination of education and experience which would likely provide the required knowledge and abilities is qualifying. A typical candidate shall have a four year degree from a recognized college or university with a major in civil engineering or a closely related field and a minimum of ten years of broad and extensive experience in professional engineering work, including five years of increasing responsibility in supervisory experience in the design and construction of water, wastewater, recycled water, stormwater and irrigation facilities. A Masters Degree in Environmental Engineering is desirable. Proven experience at a management or assistant management level with contract administration of a variety of projects is highly desirable.

PHYSICAL REQUIREMENTS:

- Driving: Light to moderate, drives light truck or sedan with automatic transmission.
- Sitting: Majority of work involves sitting at a desk.
- Walking: Walking to various parts of district complex on paved and unpaved areas; on uneven ground and at construction sites
- Vision: Requires near and far vision; reads plans and uses computer CRT.
- Hearing: Requires average hearing, uses telephone to communicate.