JOB DESCRIPTION

Coachella Valley Water District

Date: September 1, 2007

TITLE: Engineering Manager

SECTION: Irrigation, Stormwater & Electrical

DEPARTMENT: Engineering

SRN

REPORTING RELATIONSHIP:

Reports to: Director of Engineering

Supervises the following positions: Senior Irrigation Engineer, Senior Stormwater Engineer, and Senior Electrical Engineer

DEFINITION: Under general direction, to plan, coordinate, schedule, direct and review complex civil engineering functions involved in the planning, design, and construction of CVWD Irrigation, Drainage, Stormwater and Electrical facilities, including supervision of this section; and to do related work as required.

ESSENTIAL FUNCTIONS:

1. Oversees planning, design, and construction of CVWD Irrigation, Drainage, Stormwater and Electrical facilities.

2. Oversees the development and implementation of CVWD’s Irrigation Master Plan and Stormwater Master Plans.

3. Coordinates closely with the Manager of Engineering Services to ensure efficient development, implementation and update of Irrigation, Drainage, Stormwater and Electrical Mapping and Drawings.

4. Provides overall project management supervision to Irrigation, Drainage, Stormwater and Electrical Engineer staff and outside engineering consultants in the planning, designs and construction of CVWD Irrigation, Drainage, Stormwater and Electrical facilities.

5. Prepares and administers construction contracts.

6. In coordination with the Development Services branch of the Service Department, meets with developers and outside engineers to discuss concepts and general requirements for new projects and developments and reviews proposed subdivisions to determine compliance with CVWD’s planned expansion of the Irrigation, Drainage, Stormwater and Electrical systems.

7. Works closely with the Environmental & Water Quality Division regarding CEQA, NEPA and permitting issues to ensure compliance with the Safe Drinking Water Act, Clean Water Act, National Pollution Discharge Elimination System permits, etc.
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**ESSENTIAL FUNCTIONS (Cont.):**

8. Works closely with the Operations, Trades and Service Departments and solicits/receives input on operating issues related to the Irrigation, Drainage, Stormwater and Electrical facilities.

9. Works closely with the Trades Department to perform semi-annual inspections of the Stormwater system.

10. Assists contractors, general public and other governmental agencies with questions relating to Irrigation, Drainage, Stormwater and Electrical.

11. Supervises and evaluates Irrigation, Drainage, Stormwater and Electrical engineering staff.

12. Provides technical assistance for various CVWD digital presentations including Board of Director meetings.

13. Prepares comprehensive annual operating and capital improvement budgets for consideration by CVWD Board of Directors.

**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.

AND

Possession of a valid certificate of registration as a Professional Engineer (Civil Engineer). Must obtain Civil Engineering registration issued by the State of California within two years of hire.

*Education and Experience:* Any combination of training and experience which would likely provide the required knowledge and abilities. A typical candidate must have successfully completed a four year degree program from a recognized college or university with a major in civil, irrigation or electrical engineering or a closely related field and a minimum of 10 years of broad and extensive experience in professional engineering work, including at least 5 years of increasing responsibility in supervisory experience in one or more of these areas. Masters Degree in Civil, Irrigation, Water Resource or Electrical Engineering and operational experience is desirable.

*Knowledge of:*

- Principles and practices of civil, water resource, irrigation and electrical engineering
- Irrigation, Stormwater & Electrical system planning studies
- Technical report writing, review and comment
Knowledge of (Continued):

- Design of hydraulic structures used in Irrigation & Stormwater
- Design principles and functional operation of irrigation canals, irrigation distribution systems, drainage systems, pump stations, valves, stormwater channels, debris basins, CVWD electrical systems and SCADA
- Operation and maintenance procedures utilized in Irrigation, Stormwater & Electrical systems
- Mathematics, design methods, uses and strengths of construction materials, standard specifications, and pertinent regulations related to the design and construction of Irrigation, Stormwater & Electrical facilities
- Principles of supervision and management

Abilities:

- Plan, organize, and supervise the work of subordinate engineering personnel
- Long term system planning
- Hydraulic modeling
- Comprehensive operating budget and capital improvement budget preparation
- Prepare engineering estimates, plans, and specification for proposed CVWD projects
- Perform complex engineering work in the design and construction of Irrigation, Stormwater & Electrical facilities
- Manage capital improvement budget programs with multiple projects
- Conduct technical engineering research work
- Preparing detailed analyses and comprehensive technical engineering reports and recommendations.
- Work cooperatively with others.
- Communicate effectively both verbally and in writing.

PHYSICAL REQUIREMENTS:

1. Drives CVWD vehicle to job sites which may include over rough terrain.

2. May work in extreme weather conditions including heat and rain.

See Human Resources for physical assessment form.