JOB DESCRIPTION

Coachella Valley Water District

Date: September 1, 2007

**TITLE:** Engineering Manager  
**SECTION:** Domestic Water & Sanitation

**DEPARTMENT:** Engineering

**SRN**

**REPORTING RELATIONSHIP:**

Reports to: Director of Engineering

Supervises the following positions: Principal Domestic Water Engineer and Principal Sanitation 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 Domestic Water & Sanitation facilities, including supervision of this section; and to do related work as required.

**ESSENTIAL FUNCTIONS:**

1. Oversees planning, design, and construction of CVWD Domestic Water & Sanitation facilities.

2. Oversees the development and implementation of CVWD’s Domestic Water System Master Plan and Sanitation System Master Plan.

3. Coordinates closely with the Manager of Engineering Services to ensure efficient development, implementation and update of the Domestic Water System and Sanitation System Hydraulic Models.

4. Provides overall project management supervision to Domestic Water and Sanitation Engineering staff and outside engineering consultants in the planning, designs and construction of CVWD Domestic Water and Sanitation 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 Domestic Water and Sanitation 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 Domestic Water and Sanitation facilities.

9. Works closely with the Operations Department to develop and implement a biosolids disposal program.

10. Assists contractors, general public and other governmental agencies with questions relating to Domestic Water and Sanitation.

11. Supervises and evaluates Domestic Water and Sanitation 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 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 Environmental Engineering and operational experience is desirable.

Knowledge of:

- Principles and practices of civil and environmental engineering
- Domestic Water and Sanitation system planning studies
- Technical report writing, review and comment
- Design of hydraulic structures used in Domestic Water and Sanitation.
Knowledge of (Continued):

- Design principles and functional operation of water treatment plants, water distribution systems, pump stations, valves, water storage reservoirs, wastewater treatment plants, wastewater collection systems, sewers, force mains and lift stations
- Operation and maintenance procedures utilized in Domestic Water and Sanitation systems
- Mathematics, design methods, uses and strengths of construction materials, standard specifications, and pertinent regulations related to the design and construction of Domestic Water and Sanitation 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 Domestic Water and Sanitation 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.