JOB DESCRIPTION

Coachella Valley Water District

TITLE: Engineering Manager

SECTION: CAD, Survey & ROW

DEPARTMENT: Engineering

REPORTING RELATIONSHIP:

Reports to: Director of Engineering

Supervises the following positions: Computer Aided Drafting (CAD) Supervisor, Chief Surveyor and Right of Way Supervisor.

DEFINITION: Under general direction, to plan, coordinate, schedule and direct the; (1) purchase and sale of CVWD real estate assets, (2) acquisition of disposition of utility easements, (3) encroachment permit system, (4) survey of CVWD assets, (5) CAD of CVWD assets and (6) establishment of a Geographical Information System (GIS) data base of all CVWD assets, including supervision of this section; and to do related work as required.

ESSENTIAL FUNCTIONS:

1. Oversees the planning, purchase and sale of real estate assets including land, buildings and other utility facilities.

2. Oversees the planning, acquisition and disposition of utility easements including those related to managed assets for the US Bureau of Reclamation (USBOR).

3. Oversees the planning and processing of encroachment permits used for access to CVWD and USBOR real estate assets.

4. Oversees the survey of existing and proposed assets including land, easements, wells, water treatment facilities, water storage facilities, water pipelines, lift stations, sewers, water reclamation facilities, irrigation canals and facilities, irrigation pipelines, drainage pipelines and stormwater channels and facilities.

5. Oversees CAD of existing and proposed assets including land, easements, wells, water treatment facilities, water storage facilities, water pipelines, lift stations, sewers, water reclamation facilities, irrigation canals and facilities, irrigation pipelines, drainage pipelines and stormwater channels and facilities.

6. Develops and maintains a GIS data base of all CVWD assets and works closely with Finance, Operations, Trades and Service to ensure coordination of same.

7. Coordinates land management, CAD, GIS and survey activities with other engineering managers and their staff.
ESSENTIAL FUNCTIONS (Cont.):

8. Works closely with Development Services in the processing of developer-related drawings.

9. Works closely with Inspection Services to ensure accurate as-built information is recorded.

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

11. Prepares annual operating and capital budgets for consideration by District Board of Directors.

12. Supervises and evaluates Engineering Services staff.

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) and/or Registered Land Surveyor. Must obtain Civil Engineering or Registered Land Surveyor 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, engineering technology, real estate or a closely related field and a minimum of 10 years of broad and extensive experience in civil engineering, real estate, survey, CAD and/or GIS including at least 5 years of increasing responsibility in supervisory experience in one or more of these areas. Masters Degree in Civil Engineering, Business Administration or related field is desirable.

Knowledge of:

- Principles and practices of real estate management including purchase, sale, lease and encroachment permits
- Principles and practices of CAD and GIS
- Principles and practices of civil engineering and surveying
- Technical report writing
- Hydraulic modeling
- Principles of supervision and management
Abilities:

- Plan, organize, and supervise the work of subordinate engineering personnel
- Long term system planning
- Comprehensive operating budget and capital improvement budget preparation
- Prepare engineering estimates, plans, and specification for proposed CVWD projects
- Manage capital improvement budget programs with multiple projects
- Conduct technical engineering research work
- Preparing detailed analyses and comprehensive technical engineering reports and recommendations.
- Development of long term asset planning and database
- Transfer of AutoCad drawings into GIS platform
- Preparation of digital presentations
- 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 District 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.