

# DISTRICT ENGINEER

## JOB SUMMARY

Under administrative direction, plans, organizes, and directs the programs and personnel of the Engineering Department in connection with planning, design, construction and maintenance of district public works; administers contracts for services obtained from other public agencies and private contractors and consultants; renders advice and consultation to the General Manager and Board of Directors on engineering matters; and performs related work as required.

## EXAMPLES OF DUTIES

*(Duties include but are not limited to the following):*

- Plans, organizes and directs the activities of the Engineering Department and other related functions.
- Develops and implements departmental goals, policies, procedures and priorities relating to the Engineering Department.
- Evaluates, develops, plans and schedules for long-range public works programs, including capital replacement and capital expansion projects.
- Negotiates agreements with developers, engineers, property owners, contractors and other agencies for rights-of-way, easements and financial participation.
- Confers with District departments, public agencies, private organizations, local citizens and various public groups on proposed projects and improvements.
- Evaluates proposals for work in progress and resolves problems of design, materials and processes proposed in connection with construction or repair projects.
- Oversees, reviews and approves subdivision and parcel maps.
- Provides information and assistance regarding water, wastewater and planning issues to other agencies, departments, local government agencies, developers, landowners and the public.
- Represents the District in relation with governmental agencies on engineering and related matters, including the San Diego County Water Authority and the San Diego Regional Water Quality Control Board.
- Oversees and provides direction for proper field inspections of District-related and private projects.
- Reviews Environmental Impact Reports and responds to issues which impact the District.
- Analyzes, evaluates, checks and gives final engineering approval on plans.
- Conducts studies and investigations and prepares findings and recommendations.
- Prepares technical and administrative reports and correspondence.
- Develops and monitors annual department budget.
- Reviews and approves plans and specifications.
- Directs the preparation of calls for bids and recommends award of contracts.

- Directs the review of maps submitted by developers, engineers or contractors and the maintenance of record maps and land surveys.
- Attends Board meetings when necessary to present reports and render professional advice.
- Enforces policies, procedures and objectives of the department to staff by written directive and oral communication.
- Conducts performance evaluations.
- Recommends hiring, recognition and discipline of subordinate employees.
- Assumes responsibility for ensuring the training of department staff; ensures compliance of District safety regulations and accident reporting requirements.
- Perform related work as assigned.

## **EMPLOYMENT STANDARDS**

### Knowledge of:

- Advanced principles and practices of civil and sanitary engineering and operations of facilities as applied to municipal public services.
- Principles and practices of management, administration, supervision, training and public relations.
- Federal, state and local laws and regulations relating to municipal works, public services and engineering.
- Methods of preparing designs, plans, specifications, estimates, reports and recommendations relating to municipal public works improvements.
- Technical, legal, financial and public relations problems involved in the conduct of municipal public works programs.
- Recent developments and sources of information on municipal engineering administration.
- Appropriate safety precautions and procedures.
- Advanced English grammar, usage, spelling and composition.
- Budgetary practices and business mathematics.
- Contract administration and basic business law.
- Computer applications related to engineering, including computer-aided design and drafting (CADD) and computer mapping systems.
- Advanced methods of report preparation and presentation.
- Project management techniques.

### Ability to:

- Plan, organize and direct complex engineering, planning and capital improvement programs.
- Supervise and direct managerial, professional and technical personnel engaged in engineering work.
- Formulate, analyze, develop, revise and improve upon departmental methods and procedures.
- Delegate authority and responsibility.
- Read, understand, interpret and utilize maps, specifications and data, ordinances, codes, regulations and other materials relevant to land use, water/wastewater planning and engineering.
- Devise and operate effective internal control procedures.
- Conduct studies, analyze data, draw sound conclusions from data and prepare reports of findings and recommendations.
- Express ideas on technical subjects clearly and concisely, orally and in writing.
- Make mathematical and statistical computations.
- Exercise tact and deal effectively with officials and representatives of other jurisdictions, regulatory agencies, departments and the general public.
- Formulate and administer departmental policies and budget.

- Understand and carry out oral and written instructions.
- Establish and maintain effective relationships with those contacted in the course of work.

Experience and Education:

Any combination of training, experience and education that could likely provide the required knowledge and abilities stated above, and the ability to perform the duties of the position would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Seven years of progressively responsible experience in public engineering and management, with experience in water and wastewater systems, and at least four years of supervisory experience, is required.

Education: Bachelor's degree from an accredited college or university in civil engineering or a related field, is required.

Licenses and Certificates:

1) Possession of a valid California driver's license, Class C, with ability to maintain insurability under the District's insurance carrier. 2) Possession of a California State Board for Civil and Professional Engineers certificate of registration as a Civil Engineer, or certification in another state, with ability to obtain California registration within one (1) year of appointment.

Physical Demands:

Hear normal conversation in person and/or on the telephone, with or without electronic aids; see to read fine print; sit or stand for prolonged periods of time; use hands and fingers repetitively to manipulate small objects and print or write legibly; frequently lift up to 25 pounds; reach with hands and arms; speak in a normal voice to be able to be heard and understood on the telephone and able to traverse uneven ground at construction sites.

**OTHER REQUIREMENTS**

May be required to work evenings and/or attend evening Board meetings.

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