



**APPROVED BY: THE CHIEF
ADMINISTRATIVE OFFICER**

EFFECTIVE: March 2005

ENGINEERING UNIT MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To direct, manage, supervise, coordinate and approve the activities and operations of an assigned unit requiring performance of professional engineering functions; to coordinate assigned activities with other units, groups and outside agencies; and to provide highly responsible and complex staff assistance to an assigned Unclassified Officer.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from an assigned Unclassified Officer.

Exercises direct supervision over engineering, technical and clerical staff assigned to unit.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

1. Assume management and technical responsibility for the operations, services and activities of an assigned unit requiring performance of professional engineering functions.
2. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs and projects; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within District policy, appropriate service and staffing levels.

4. Plan, direct, coordinate and review the work of engineering staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Confer with higher level management staff regarding assigned unit issues and policies; prepare and recommend long-range plans for assigned unit services.
6. Oversee the preparation of periodic, special and technical reports as requested by higher level staff.
7. Develop and direct a variety of engineering studies and related analyses such as immediate and long-range planning studies for water supply and flood control programs.
8. Direct, execute, approve and participate in the development, negotiation and administration of contracts, permits and other agreements; monitor the work of consultants and certify completion of contracts.
9. Manage and participate in project management and planning functions including development of project work plans; prepare project team mission statement, objectives, scope, schedules and base line requirements.
10. As necessary, assume responsible charge of the review and preparation of engineering studies, reports, designs and contract documents for compliance with professional engineering standards and principles; stamp and/or sign such work to assume project engineering responsibility.
11. Select, train, motivate and evaluate unit personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
12. Oversee and participate in the development and administration of the unit's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
13. Serve as the liaison for the assigned unit with other units, groups and outside agencies; negotiate and resolve sensitive and controversial issues.
14. Represent the District on a variety of boards, commissions and committees; prepare and present staff reports and other necessary communications.
15. Provide responsible staff support to the assigned Unclassified Officer.
16. Conduct a variety of organizational and operational studies and investigations; recommend modifications to programs, projects, policies and procedures as appropriate.
17. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the area of assignment.

18. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
19. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Engineering principles, practices and applications.
Principles and practices of program development and administration.
Principles and practices of contract administration and negotiation.
Operations, services, policies and procedures of the District.
Principles, methods and techniques of effective leadership and management.
Principles of business letter writing and report preparation.
Principles and practices of budget preparation and administration.
Principles and practices of project management.
Principles and practices of employee relations and related labor laws as assigned.
Principles of supervision, training and performance evaluation.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Oversee and manage an engineering unit.
Oversee, direct and coordinate the work of assigned staff.
Set priorities and exercise sound, independent judgment.
Work with internal and external customers to effectively accomplish the objectives of the unit.
Negotiate, prepare and administer complex agreements.
Select, supervise, train and evaluate staff.
Participate in the development and administration of unit goals, objectives and procedures.
Effectively administer budget, personnel and administrative issues in the unit.
Prepare clear and concise administrative and financial reports.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze and evaluate new service delivery methods and techniques.
Interpret, explain and enforce District policies and procedures.
Interpret and apply federal, state and local policies, laws and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Six years of increasingly responsible professional engineering experience preferably in a public utility including two years of supervisory or ongoing program or project management responsibility.

Training

Equivalent to a Bachelors degree from an accredited college or university with major course work in engineering or a related field. Directly related experience may be substituted for the college requirement on the basis of one and one-half years experience for one year of education to a maximum of four years.

License or Certificate

Possession of registration as a Professional Engineer in the State of California.

Possession of, or ability to obtain, an appropriate, valid California driver's license may be required with determinations made on a case-by-case basis at the time of job posting.