



Engineering Manager I/II - Planning

DEFINITION

Under general direction, manages and administers all activities within the Planning Division of the Engineering Department; manages complex engineering projects and provides responsible support to the Director of Engineering in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Engineering. Exercises direct supervision over professional, clerical and technical staff of the Planning Division.

DISTINGUISHING CHARACTERISTICS

Engineering Manager I: This is the entry-level classification in the Engineering Manager series responsible for planning, organizing, and managing the staff, operations, and activities of the Planning Division. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities. Positions at this level usually perform most of the duties required of the position at the Engineering Manager II level but are not expected to function at the same skill level and require more oversight and input from the Director of Engineering. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

Engineering Manager II: This is the fully qualified management classification in the Engineering Manager series responsible for planning, organizing, and managing the staff, operations, and activities of the Planning Division. Incumbents are responsible for performing diverse, specialized, and complex work. Positions at this level are distinguished from the Engineering Manager I by the ability and responsibility to exhibit a greater degree of independence and effectiveness for performing the full range of assigned duties. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

Positions in the Engineering Manager class series are flexibly staffed; positions at the Engineering Manager II level are normally filled by advancement from the Engineering Manager I level; progression to the Engineering Manager II level is dependent on (i) management affirmation that the incumbent is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licensure and certification requirements; (iv) the incumbent satisfactorily meeting the

internal promotional criteria; and (v) management approval for progression to the Engineering Manager II level.

EXAMPLES OF DUTIES

Typical duties will vary depending upon specific work assignment as determined by the Director of Engineering and may include, but not be limited to, the following:

Positions at the Engineering Manager I level may perform some of these duties and responsibilities in a learning capacity.

- Plans, manages, and oversees the daily functions, operations, and activities of the Planning Division.
- Develops and implements goals, objectives, policies, strategic plans, and priorities; recommends appropriate service and staffing levels; recommends and administers policies and procedures.
- Develops, administers, and oversees project and department budgets; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.
- Selects, trains and evaluates assigned personnel; provides professional development of assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops and manages requests for proposals for professional and/or planning services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates professional contracts; administers contracts to ensure compliance with District requirements and service quality; approves monthly progress payments;.
- Prepares Capital Improvement Program plan and budget, and long-range capital improvement plan.
- Monitors Capital Improvement Program expenditures relative to budget, and directs and facilitates budget adjustments in response to project progress.
- Plans and coordinates capital improvement program work with other engineering departments. Monitors capital improvement program progress and schedule; coordinates resource needs.
- Develops facility and system master plans.
- Manages and oversees District's asset management program.
- Prepares and presents staff and agenda reports and other correspondence related to assigned activities and services; presents reports to the Board of Directors and various other commissions, councils, committees, and boards.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.

- Attends and participates in professional group meetings; stays abreast of new trends and innovations in civil engineering; researches emerging civil engineering trends and enhancements and their applicability to District needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Directs the establishment and maintenance of working and official department files.
- Ensures staff compliance with District and mandated safety rules, regulations, and protocols.
- Performs other related work as required.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

Positions at the Engineering Manager I level may exercise some of these knowledge and abilities statements in a learning capacity.

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of project management.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the Planning Division.
- Principles and practices of contract engineering administration and management.
- Principles, practices and methods of civil engineering as applied to projects related to water facilities and related systems.
- General principles for California Environmental Quality Act (CEQA) compliance.
- Principles and practices of asset management.
- Practices of researching civil engineering planning issues, evaluating alternatives, and making sound recommendations.
- Professional guidelines and best practices used in civil engineering projects related to water systems projects.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the Planning Division.

- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- District and mandated safety rules, regulations, and protocols.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Plan, organize, oversee, manage and administer planning services.
- Ensure compliance with contract requirements, codes and industry standards, environmental requirements and regulations, and safety regulations.
- Conduct complex engineering planning services, evaluate alternatives, make sound recommendations and prepare effective technical staff reports.
- Organize and prioritize a variety of engineering planning services in an effective and timely manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Provide administrative, management, and professional leadership for Planning Division.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, apply, and ensure compliance with all pertinent laws, codes, regulations, policies, procedures, and standards relevant to work performed.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Training and Experience: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Engineering Manager I/II: Equivalent to a bachelor's degree from an accredited college or university with major coursework in civil engineering or a related field.

Experience:

- Engineering Manager I: Five (5) years of increasingly responsible professional civil engineering and/or experience, including two (2) years of supervisory experience.
- Engineering Manager II: Seven (7) years of increasingly responsible professional civil engineering experience, including two (2) years of supervisory experience.

OTHER REQUIREMENTS

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

LICENSES AND/OR CERTIFICATIONS

- Possession of or the ability to obtain an appropriate California driver's license issued by the State Department of Motor Vehicles and satisfactory driving record.
- Possession of a valid Certificate of Registration as a Professional Engineer in the State of California.

PHYSICAL DEMANDS AND WORKING CONDITIONS

During the course of performing job duties the employee will need the mobility to work in a standard office setting, operate equipment, which may include office and/or field equipment, or specialized instruments or tools requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. While working in the field the employee may walk on uneven or un-level ground surfaces such as hills, slopes, ditches or trenches, on or in tanks, and may work at heights up to ten to twelve feet climbing ladders or stairs. The employee is occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials and other

packages or equipment weighing up to 10 to 25 pounds. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a computer screen.

The noise level in the work environment is quiet to moderate noise. The employee is exposed to outdoor temperature, humidity, wetness and dust. The position may require the ability to work overtime and weekends as needed.

Employees who drive on District business to carry out job-related duties must possess a California driver's license for the class of vehicle driven and meet automobile insurability requirements of the District including review of a recent DMV history. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.

Established: May 2021
Revised: November 2021
Approved by: Human Resources Manager