

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: ENGINEERING MANAGER

DATE: 12/16/2008 JOB CODE: 51833
FLSA STATUS: EXEMPT UNIT REPRESENTATION: MID-MGMT

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.

DUTIES SUMMARY

Under general direction, to supervise, plan, coordinate and schedule the activities of the engineering and construction management services necessary for Water Utility, Water Reclamation, hydro-generation and geothermal systems, including, but not limited to, reviewing engineering programs, projects and activities and project management; supervise, evaluate and develop assigned staff; ensure work quality and accuracy; supervise and participate in the gathering and compiling of data; provide responsible and complex administrative support; and perform related work as required.

DISTINGUISHING CHARACTERISTICS

The class of Engineering Manager is the supervisory level within the Engineering series with responsibility for planning, assigning, supervising and reviewing the work of staff responsible for providing engineering services. Supervision is received from the Director of Water Utility and/or the Director of Water Reclamation. Supervision is exercised over the Engineering Section and other Water Utility and Water Reclamation employees. In the absence of the Director, the Engineering Manager may act as his/her designee. The incumbent uses a high level of discretion and independence in making decisions and has the continuing responsibility for the quality and quantity of work provided.

EXAMPLES OF DUTIES

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

- Provide courteous and expeditious customer service to the general public and all City Department staff;
- Manage the day-to-day operations of the Engineering Section;
- Routinely adhere to and maintain a positive attitude toward City and department goals;
- Plan, coordinate, prioritize and monitor the work of engineering staff responsible for providing a full array of water and wastewater engineering services including plan preparation, designs and specifications for maintenance, construction, distribution, production, treatment and transmission and water quality, geothermal, or power projects;

- Provide project management for all capital projects assigned to Water Utility and Water Reclamation;
- Manage and supervise teams of professional and technical engineering personnel; supervise, train and evaluate assigned staff; make recommendations regarding hiring, promotions and transfers; recommend disciplinary action as needed;
- Confer and coordinate work with other divisions, contractors, advisory bodies and utilities to meet objectives and operational plans;
- Develop project priorities and schedule operational activities; monitor progress and make adjustment to the project as necessary; identify and analyze deviations from plans and recommend solutions;
- Develop, explain and implement policies, procedures, work standards, goals and objectives of the section to staff by written directive and oral communication;
- Conduct staff meetings;
- Monitor current developments in the engineering field;
- Maintain appropriate work records and documents which may include timesheets, engineering reports, plans, specifications, designs and work orders; prepare statistical and/or analytical reports;
- Conduct field checks of development sites to ensure and enforce conformance with City codes, regulations and requirements;
- Manage, monitor and coordinate expenditures pertaining to the Department's capital improvement projects; track project and contract costs and ensure project/program cost containment;
- Manage compliance under the consent decree entered in San Bernardino v. U.S. Department of the Army, including all reporting;
- Submit budget recommendations for additional staffing, equipment or other needs; monitor budget expenditures within the engineering section;
- Attend and participate on various committees as required;
- Respond to questions and concerns from the general public; provide information as is appropriate and resolve complaints;
- Establish and maintain effective working relationships with contractors, vendors, outside agencies, the public, advisory bodies, Department staff and City staff;
- Conduct studies and investigations, preparing reports of findings and recommendations;
- Compose correspondence requiring the use of judgment based upon a thorough knowledge of functions and procedures for review by supervisor;
- Review completed designs, specifications, cost estimates, legal descriptions and related documents;
- Direct the preparation and maintenance of maps, drawings, engineering records and files;
- Calculate cost estimates;
- Write construction orders and purchase requisitions;
- Operate Department vehicles;

- Act in the absence of the Director of Water Utility and/or Director of Water Reclamation as necessary; and
- Perform related duties as required.

QUALIFICATIONS

Any combination of education, training and experience that would likely provide the knowledge, skills and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Principles of supervision, training and performance evaluation, goal and objective development, project management, work planning and organization and budget preparation and control;
- Applicable Federal, State and Municipal laws, codes and regulations;
- Principles and practices of engineering design and inspection;
- Terminology, methods and techniques used in engineering report preparation;
- Basic surveying;
- Appropriate safety precautions and procedures;
- Geographical Information System (GIS);
- Personal computer operation and standard office word processing, spreadsheet and database;
- Complex principles and practices of engineering plan check and design review;
- Methods and techniques for record keeping;
- Proper English, spelling and grammar;
- Complex principles of mathematics;

Ability to:

- Receive assignments in general terms and plan, layout and direct the work of engineering staff on a variety of problems; understand and carry out complex oral and written instructions;
- Coordinate the work of a unit;
- Apply principles and practices of engineering project management;
- Resolve problems;
- Prepare clear and concise administrative reports and cost estimates and make presentations;
- Attend and participate in professional group meetings;
- Plan, organize, direct, supervise, review and evaluate the work of professional and para-professional personnel; select, train and motivate staff;

- Prepare and/or direct the preparation of complex plans, specification and legal contracts;
- Perform difficult research, analyze complex engineering problems, evaluate alternatives and recommend effective action;
- Use computerized engineering programs; review and work in a CAD or GIS environment;
- Delegate responsibility to employees at the technical and professional level;
- Establish and maintain effective working relationships with supervisors, fellow employees and the public;
- Effectively communicate in writing and orally;
- Make accurate engineering computations;
- Apply applicable laws, codes and regulations;
- Work independently;
- Operate Department vehicles, observing legal and defensive driving practices;
- Effectively use land surveying equipment;
- Climb in and out of construction project excavations;
- Maintain a driving record which meets Vehicle Code Standards and is acceptable to the Department and its insurance carrier.

MINIMUM QUALIFICATIONS

- Education:** Bachelor's Degree in Business, Public Administration, Social Science, Geology, Geography, Mathematics, Civil Engineering, Mechanical Engineering, Environmental Engineering, Environmental Science, or other applicable field,
- Experience:** Five (5) years of increasingly responsible professional and supervisory experience in a water, wastewater, public works, or environmental engineering field which includes at least two (2) years in a supervisory or managerial capacity.
- Certificates:** Must obtain and maintain a State of California Department of Public Health (DPH) Water Distribution Operator Certificate level D3 and Water Treatment Operator Treatment Certificate level T2 within 36 months of employment. Possession of an active Wastewater Treatment Plant Operator's Certificate issued by the California State Water Resources Control Board is highly desirable.

NECESSARY SPECIAL REQUIREMENTS

An employee within this classification may be designated as a "key responder" and as such shall be required to respond to non-normal working hour emergency operational conditions.

Possession of a valid Class "C" California Motor Vehicle Operator's License. For out of state applicants, a valid Driver's License is required and a valid Class "C" California Motor Vehicle Operator's License must be obtained within ten (10) days of appointment (CA Vehicle Code 12505c).

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Work involves exposure to potential physical harm, hazardous chemicals and infectious disease including smoke, fumes, gas, treated water, high frequency noise, dirt, dust, grease, oil, chemicals, solvents and toxic agents. The incumbent needs to be able to tolerate unpleasant odors, wet conditions and uncomfortable climactic conditions. There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

The incumbent requires sufficient mobility to work in a field setting in varying weather conditions and an office setting, transport materials and supplies weighing up to 50 pounds and to travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CAREER LADDER

From: Engineering Manager

To: Director of Water Utility
Director of Water Reclamation

Job Description:

BOWC Approved:

12/16/08

Testing Standards:

Open/Promotional/Supplemental Application/Civil Service Oral