

UTILITY ENGINEERING MANAGER

DEFINITION

To plan, organize, direct and coordinate the activities of the water and wastewater divisions within the Utility Department as it relates to planning, design, and construction of municipal water and wastewater utility systems, laboratory analyses and reporting, electrical, mechanical and instrumentation maintenance and repair; to coordinate and represent the City and the Department before official bodies, regulatory agencies, contractors, consultants, and the general public; and to provide assistance to the Utility Director on highly complex water/wastewater utility issues.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Utility Director.

Exercises direct supervision over assigned professional, technical and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop and implement divisional goals, objectives, policies and procedures.

Plan, organize, direct and conduct design and construction activities within the water and wastewater divisions of the Utility Department including; supervise and direct work related to laboratory analysis and reports, electrical, mechanical and instrumentation maintenance and repair associated with water and wastewater facilities.

Direct, oversee and participate in the development of the assigned division programs; assign work activities, projects to implement the divisions programs; monitor work flow; review and evaluate work products, methods and procedures.

Represent the division's interests associated with development projects.

Prepare assigned division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Maintain up-to-date knowledge of complex state and federal laws and regulations pertaining to water, wastewater and recycled water utilities and industrial waste/pretreatment programs and

make procedural changes necessary to keep the division in compliance; anticipate the impact of new or pending regulations on City facilities operations and procedures.

Perform a variety of advanced technical and professional engineering tasks using sound engineering judgment, including project planning, prioritization, analysis, design, construction management, special studies and report preparation for various utility construction projects.

Prepare, or cause to be prepared by others, plans, specifications and estimates for bids and construction; obtain, coordinate, administer, and manage Requests for Qualifications (RFQ) and Requests for Proposals (RFP) for consultant services; interview consultants; review and evaluate proposals; write contracts and issue notices to proceed; oversee and manage contracts, consultant performance and compliance with project plans requirements; inspect projects and construction.

Serve as construction manager for various construction projects; coordinate, schedule and oversee specialty inspections; negotiate changes; review and approve payment requests, review technical submittals; oversee the preparation of project documents including project change order justifications, budget analyses, preliminary cost estimates, and schedule; and conduct project close out activities.

Ensure compliance with the California Environmental Quality Act (CEQA), including categorical exemptions, initial studies, mitigated negative declarations and environmental Impact reports for various capital improvement projects (CIP's) and maintenance projects.

Prepare, or cause to be prepared or updated, master plans for the water system, sewer system, wastewater treatment system, water treatment system, and recycled water system.

Prepare/update, or cause to be prepared or updated, compliance related documents including but not limited to sewer system management plan, water system flushing program, and emergency response plans; participate on behalf of the division on compliance and emergency preparedness documents and programs.

Coordinate, on behalf of the division, public relations activities with other City departments, outside agencies, official bodies, regulatory agencies, subcontractors and the general public.

Prepare and present staff reports to City Council for their action and provide updates on projects and obtain project approvals; develop compliance strategies with recommendations to Utility Director and/or City Council.

Respond to public concerns and complaints; ensure that responses are prompt, courteous, and appropriate.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports; prepare written correspondence.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices and techniques of civil engineering; statistics and advanced mathematics including algebra and analytic geometry; topographic and construction surveying, properties and uses of construction materials.

Principles, practices and techniques of water treatment, pumping and distribution, wastewater collection pumping treatment and disposal, laboratory analysis of water, wastewater and residuals.

Principles and practice of public administration, economics, finance, and civil engineering as to the planning, design, construction, operation, and maintenance of municipal water and wastewater utilities.

Methods and procedures and equipment utilized in water/wastewater utility construction including safety methods and inspection methods used in reviewing such work.

The California Public Contract Code and principles and practices of construction management and administration

Principles and practices of real property descriptions.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, state and federal rules, regulations and laws.

Modern office procedures and computer equipment and software including word processing, spreadsheet, financial software, presentation tools, computer automated drafting (CAD) tools, and other related software such as SCADA systems, metering and electronic-based controls, equipment, and systems.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

Ability to:

Organize and direct the activities of the assigned water and wastewater division within the Utility Department including the work related to the planning, design, construction, operation and maintenance of municipal water and wastewater utility systems,.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules and regulations.

Supervise, train and evaluate personnel.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Seven years of increasingly responsible experience in water, sanitary sewer and wastewater treatment utility planning, project management, administration,

coordination and operation, including at least two years of supervisory responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil or mechanical engineering or a related field. A Master's degree is preferred.

License and Certificate

Failure to obtain or maintain such required license(s) may be cause for disciplinary action.

Possession of a valid California Class C Driver License may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession of a valid Registration as a Professional Civil Engineer in the State of California.