

**VALLEY CENTER MUNICIPAL WATER DISTRICT**  
**DISTRICT ENGINEER**

**DEFINITION**

Under general direction of the General Manager, Incumbent plans, organizes, directs and coordinates the work of the Engineering Department.

**CLASS CHARACTERISTICS**

This is an exempt, department director classification responsible for planning, organizing, directing and coordinating the work of Engineering Department to include: supervising and directing professional and technical staff in the design, engineering support services and construction of District facilities. Incumbent oversees plan checking, mapping and drafting, field surveys and right-of-way acquisitions. Aids executive management on a variety of administrative, coordinative, analytical, and liaison capacities. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department.

**ESSENTIAL DUTIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this position.*

Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring that employees follow policies and procedures; making hiring, termination, and disciplinary decisions and recommendations.

Provides technical information and policy guidance on engineering matters to General Manager and Board of Directors.

Coordinates and manages design and construction activities; evaluates and approves contract construction work; directs construction work; prepares and directs the preparation of drawings and specifications to be used for construction projects; ensures compliance with plans, specifications and contract documents, inspection reports, "as-built" drawings; ensures the adherence to codes, applicable laws, regulations and guidelines related to District engineering activities.

Develops, implements and administers comprehensive programs, policies, guidelines and procedures related to the engineering design and construction of the District's systems and facilities; plans and directs project management activities for a diverse range of engineering projects; ensures the maintenance of detailed records of department activities, plans and results.

Participates in the development of and monitors performance against the department's annual budget; negotiates contracts and agreements for engineering projects and programs; directs the bidding process, awards contracts; retains and directs consultants to be involved in performing phases of capital projects.

Coordinates and participates in the development and implementation of financing strategies for the District's Capital Improvement Program (CIP). Researches, analyzes and recommends funding mechanisms to support planned capital projects, including grants, loans, bonds and other available funding sources. Prepares reports and recommendations for Board consideration regarding CIP funding alternatives, rate adjustments and/or

special assessments for capacity fee updates.

Plans and directs project management activities for a variety of capital improvement projects, including the preparation of plans, specifications, and designs; estimates, schedules, inspections and project monitoring; manages the review and plans for and inspection of public works improvements constructed by private developers; coordinates with developers and vendors on active and proposed projects; works with District project management on evaluating information.

Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving the department's and the District's mission, strategic plan, objectives, and values.

Identifies problems, determines analytical approach, obtains and analyzes necessary information; evaluates alternative courses of action and makes recommendations regarding engineering activities.

Maintains liaison with representatives of other agencies; represents the District to other governmental agencies, community groups, boards, developers, contractors and the public.

Prepares and directs the preparation of reports outlining project feasibility, costs, schedules and details to be considered in design.

Provides information to the public concerning the District's facilities.

Performs other duties as assigned.

### **QUALIFICATIONS GUIDELINES**

**Knowledge of:** Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures; hydraulics principles; construction processes; administrative principles and techniques, including planning, budgeting, safety, and staff organization and development; principles and practices of civil engineering, with particular reference to the planning, design, construction and operation of water supply and wastewater reclamation systems and facilities; principles, practices and operational methods of water treatment, storage and distribution; equipment and procedures of a water quality control programs; federal, state and local laws relating to water quality, treatment, storage and distribution; principles and practices of capital project management, contract administration, construction inspection and plan checking.

**Ability to:** Plan, organize, coordinate, review and evaluate the work of several divisions; deal effectively with budget, personnel and other administrative matters through supervisory staff; direct the maintenance of accurate records and prepare clear and concise reports; develop and implement work standards and policies and procedures; represent the District effectively in contacts with other governmental agencies, private firms, community, professional groups and the public; analyze complex problems, evaluate alternatives, and reach sound conclusions; communicate clearly and concisely, both orally and in writing, and be understood while using the District's radio communication system; establish and maintain effective working relationships with other employees and those contacted in the course of the work.

### **EDUCATION, EXPERIENCE, LICENSES AND CERTIFICATIONS**

**Education:** Equivalent to a bachelor's degree from an accredited college or university with major coursework in civil engineering, or a closely related field.

**Experience:** Eight years of progressively responsible supervisory and management experience as a professional engineer, three of which should be in a management capacity; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**License and Certifications:** California Class C Driver's License; California Registration as Professional Engineer

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

*The physical demands and work environment described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands:** While performing the duties of this job, the incumbent is frequently required to sit, talk, hear, use hands and fingers to grasp and feel objects, tools, or controls; reach with hands and arms. The incumbent may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:** Work is performed mostly in office settings. Some outdoor work is required in the inspection of various developments, construction sites, or facilities. While performing the duties of this job, the incumbent is regularly exposed to moving mechanical parts, heavy construction equipment, fumes or airborne particles, and outside weather conditions. The incumbent is occasionally exposed to wet and/or humid conditions; high, precarious places; and adverse weather conditions. The noise level ranges from moderate to very loud.

POSITION DESCRIPTION APPROVED:



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General Manager

8/29/2025  
Date