

VALLEY CENTER MUNICIPAL WATER DISTRICT

ENGINEERING SERVICES SUPERVISOR

DEFINITION

Under general direction of the District Engineer, or his designee, incumbent provides support level project coordination for a variety of capital improvements and developer funded projects for the District.

CLASS CHARACTERISTICS

This is a single incumbent class and is responsible for all engineering services tasks including mapping, district standards, special projects, grinder pump installations, small scale developments, such as minor subdivisions and line extensions, plan checking, mark-out/dig alerts, and inspections.

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.

Plans, assigns, supervises, reviews, and evaluates the work of assigned staff; provides staff training and development; assists in the selection of staff; reviews work for accuracy and compliance with department standards; studies and standardizes procedures to improve department efficiency; participates in necessary disciplinary actions; writes performance reviews; ensures high level of customer service; provides assistance to staff in resolving problems; ensures safe work methods are followed and appropriate safety precautions and equipment are utilized; and conducts safety meetings.

Oversees preparation of reports for project authorization and approvals, design and construction changes, project funding and construction change orders; prepares related project schedules and construction sequences and phasing plans.

Manages professional consulting contracts related to engineering, soils, surveying, environmental engineering, and construction contractors, including: preparing RFPs; negotiating contracts; reviewing and monitoring consultant work, budgets and schedules; negotiating and processing contract change orders; and recommending District approval of final work products.

Oversees plan review and processes improvement plans, grading plans, subdivision maps and engineer's cost estimates for conformance with District standards; prepares construction agreements, contract documents and other legal documents relating to District improvements; develops and presents proposed resolutions to identified design problems; obtains record information from other utilities to research facility locations; researches files, drawings, survey maps and parcel information for various data; when necessary, gathers data needed to complete drawings by visiting sites; including measurements, field notes and verifies incomplete data.

In charge of engineering mapping and records documents, including record and as-built drawings, easements, final maps, encroachments, and related permits.

Collaborates with representatives from engineering firms, developers, property owners, other utilities, public works agencies, other governmental agencies and contractors on technical matters to verify data, locate lines, coordinate various stages of work and/or explain the District's procedures and water commitment process.

Coordinates with GIS staff to ensure adequate sharing of information, and reviews GIS data to be current and accurate.

Understands drafting concepts oversees and directs staff in accomplishing required tasks.

Assists Senior Engineer and Project Managers with capital and development improvement project management; review submittals; coordinates construction and inspection services in cooperation with contractors, other agencies, and other concerned parties; meets and confers with representatives of utility companies, contractors, public agencies, and the general public; answers citizen complaints and requests for information;

Oversees revisions and updates to District standard drawings and specifications for approval; prepares accurate and concise technical reports, displays and correspondence.

Determines right-of-way needs on CIP and private development projects; ensures acquisition of real property or easements including the preparation of legal documents, negotiating with property owners and recording documents.

Oversees inspection and mark-out duties for all District activities.

Performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of: Supervisory principles and practices; civil engineering principles, practices and techniques with particular emphasis on the planning, design, construction and operation of water supply and wastewater collection, reclamation systems and facilities; principles and practices of project management; principles and practices of contract development, negotiation and administration; federal, state and local laws and regulations pertaining to domestic water supplies and wastewater reclamation; using computer and related software applications; administrative principles and methods, including goal setting, program and budget development and implementation; and, employee relations.

Ability to: Plan, organize, administer and coordinate a variety of routine engineering programs and services; plan, organize, assign, motivate, direct, review and evaluate the work of assigned staff, and provide for their training and professional development; develop and implement goals, objectives, policies, procedures, work standards and internal controls; analyze complex technical and administrative engineering problems, evaluate alternative solutions and adopt effective courses of action; direct, review and evaluate the work of consultants and contractors; prepare clear and concise reports, correspondence and other written materials; exercise sound independent judgment within general policy guidelines; communicate clearly and concisely, both orally and in writing, and be understood while using the District's radio communication system; use a computer and related software applications; and, 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 an Associate's degree from an accredited college or university in Drafting, Civil Engineering, CADD, GIS, Water Technology, and/or a related field with additional training or course work in scheduling, construction/project management, contract management, project cost estimating, and accounting are desirable.

Experience: A minimum of two years of experience in a senior level Engineering position, related to design, construction, and maintenance of water, wastewater, water reclamation or public works projects, or its equivalent; 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

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, incumbents are occasionally required to stand, sit, talk; hear; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment. Incumbents are occasionally required to climb, balance, stoop, kneel, crouch, crawl, and smell. Incumbents must 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, incumbents occasionally work in outside weather conditions. Incumbents occasionally work near moving mechanical parts, heavy construction equipment and in high, precarious places and are occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and vibration. The noise level is usually quiet to moderate.

POSITION DESCRIPTION APPROVED:


General Manager
Date