

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2020

POSITION TITLE: **CHIEF ENGINEER**

SUPERVISOR TITLE: Assistant General Manager

FLSA STATUS: Exempt Non-Exempt At-Will

BARGAINING UNIT: RCWDEA RCWD MPCEA Unrepresented





DEFINITION

Under administrative direction, to plan, organize and direct the Engineering Division including production of engineering design and construction documents, facility planning, water resources planning, engineering services, and management and inspection of construction projects

CLASS CHARACTERISTICS

This is an executive management level classification with responsibility for directing a District division providing critical internal and external services. Responsibilities include organizational, budget, and personnel administration for the assigned departments. Positions at this level report to the assistant general manager or general manager and direct the efforts of multiple department heads and other support staff. Participate on the executive management team in support of the District's mission and strategic objectives. This job classification is unrepresented

EXAMPLE OF DUTIES (Duties may include, but are not limited to, the following):

-  Plan, organize, direct, and manage District engineering and related administrative activities; develop goals and objectives; identify necessary resources and implement appropriate staffing, organizational structures and strategies
-  Participate in and contribute to coordination, strategy, policy development, and other activities of the general manager, assistant general manager and executive management team in support of the District's strategic objectives
-  Review and evaluate work methods, procedures, services, and products; establish evaluation standards and criteria; monitor effectiveness and efficiency
-  Provide technical support to key litigation or dispute resolution efforts as required

- ✎ Develop, implement, and ensure compliance with District operational and personnel policies and procedures
- ✎ Hire, supervise, train, and evaluate assigned staff; establish work standards and expectations; administer training programs and performance evaluations; counsel and discipline employees as required
- ✎ Oversee the project design and construction contracts in progress
- ✎ Coordinate closely with other departments on multi-disciplined projects to assure the District's objectives are achieved
- ✎ Recommend capital improvement programs
- ✎ Prepare, review and present Board of Director write-ups and presentations
- ✎ Lead, manage, and execute highly complex projects
- ✎ Responds to and resolves difficult and complex citizen inquiries and complaints
- ✎ Perform related duties as assigned

QUALIFICATIONS

Knowledge of:

- ✎ Principles and practices of budgeting and fiscal controls
- ✎ Laws, rules, ordinances, and legislative processes controlling District functions and operations
- ✎ Risk management and insurance
- ✎ Principles of supervision, training, and management
- ✎ Principles and practices of public human resources administration
- ✎ Principles and practices of sound safety management
- ✎ Current state of practice and emerging technologies for water and wastewater related engineering and management

Ability to:

- ✎ Direct the preparation of master plans for water, recycled water, and sewer facilities
- ✎ Provide supervision, training, work development, and evaluations for District engineering staff
- ✎ Coordinate District budget development and fiscal controls
- ✎ Communicate well during public presentations
- ✎ Exercise leadership, authority, and supervision tactfully and effectively
- ✎ Comply with and enforce the District's safety, health and environmental policies
- ✎ Represent the District effectively when working with regulatory agencies
- ✎ Establish and maintain cooperative working relationships



SELECTION GUIDELINES

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: Ten (10) or more years of progressive engineering in a public water and/or sewer agency. At least four (4) years of this experience should have been in a management or supervisory capacity






Training: Bachelor of Science degree in civil engineering or related engineering degree from an accredited college or university. Master of Science degree is desirable

Licenses and Certificates:


-  Valid California driver's license, required
-  Registered Civil Engineer - state of California, required

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The essential functions of this position will require the employee to perform the following physical activities:

-  May occasionally travel by airplane and automobile in conducting District business
-  Communicate verbally with District Board, management, co-workers and the public in face-to-face, one-to-one and group settings
-  Regularly use a telephone for communication
-  Use office equipment such as computer terminals, copiers, and fax machines
-  Sit for extended periods

OTHER REQUIREMENTS

-  This position is classified as exempt from state and federal overtime pay provisions, because the duties and responsibilities meet the requirements for exemption under the Fair Labor Standards Act (FLSA). The position will be required to work varying hours, weekends, and holidays as the day-to-day job duties may require

_____	_____
Employee Signature	Date
_____	_____
Supervisor/Manager Signature	Date