

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2020

POSITION TITLE: **ENGINEERING SERVICES SUPERVISOR**

GRADE LEVEL: E31

SUPERVISOR TITLE: Water Resources Manager

FLSA Status: Exempt Non-Exempt

BARGAINING UNIT: RCWDEA RCWD MPCEA





DEFINITION

Under general direction, supervises and coordinates the activities of the Engineering Technicians in the Engineering Services Department, as it relates to development services, document administration, and providing customer and engineering-related services to the public and other departments.

CLASS CHARACTERISTICS

This is a full first line supervisory classification with responsibility for organizing and assigning duties, evaluating results, budget administration, conducting performance appraisals and recommending personnel actions such as hiring, promotion, discipline and termination. Duties may include performing the most difficult and complex tasks assigned to the work unit. Positions at this level typically report to an assigned department head. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit.

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

-  Implement, supervise and coordinate engineering services to achieve assigned goals and objectives; evaluate and recommend necessary resources, staffing, organizational structure and strategies
-  Review and evaluate work methods, procedures, services and products; identify and recommend evaluation standards and criteria; monitor and assess measures of effectiveness and efficiency
-  Recommend, implement and ensure compliance with District operational policies and procedures
-  Participate in hiring, supervising, training and evaluating assigned staff; establish work standards and expectations; conduct performance evaluations; counsel and discipline employees as required

- ✎ Develop and recommend the department's budget; participate in monitoring appropriations and expenditures; recommend mid-year budget adjustments as necessary
- ✎ Provide complex staff assistance to higher level management staff; investigate and prepare recommendations related to operational and administrative issues
- ✎ Provide interpretation of District policy, rules and regulations information to customers and the general public
- ✎ Maintain, implement and update the Engineering Services Procedures Manual
- ✎ Perform and coordinate engineering records management; review documents to ensure accurate information; examine supporting documentation to establish proper authorizations and conformance with District policies, agreements and contracts; log, track and record various documents internally and with the County.
- ✎ Review, prepare and process applications and agreements for new services, new or relocated facilities, plan check and inspection submittals, annexations, waterline reimbursement contracts, and related duties pertaining to potable water, recycled water, and sewer service, while collecting necessary fees and deposits.
- ✎ Schedules and coordinates activities with other departments, customers, and agencies
- ✎ Utilize GIS to identify and locate water, sewer, and recycled water facilities; to determine and document property-specific service information; and to prepare calculations of parcel sizes for (new and modified) service requirements, including, but not limited to: fee determination for service, water pressure, assessment fee calculation, and budget-based tiered rate variances.
- ✎ Prepare and review a wide array of correspondence related to engineering service requests, such as fire hydrant location/water modeling, water/sewer availability letters, first and final water/sewer clearance, shutdown notifications, mapping requests, etc.
- ✎ Provide research and data input for the Annual Standby Tax - Special Assessment for the tax billing effort
- ✎ Provide research and data support to other departments (e.g., monthly sewer report, pre-project planning information, zone of benefit, APN and acreage updates, GIS layer quality control of recorded documents, etc.)
- ✎ Read and interpret engineering drawings to identify service location and installation requirements, calculation of fees, backflow prevention, and wastewater requirements.
- ✎ Assist in preparation of CEQA documents and ensure proper posting for developer/capital improvement projects
- ✎ Conduct the District's Notary Public requirements, as needed
- ✎ Perform related duties as assigned

QUALIFICATIONS

Knowledge of:

- ✎ Complex principles and practices of public utility service, customer service, and engineering research

- ✎ Principles of employee supervision including training, development and performance evaluation
- ✎ Computer-based applications and systems related to required engineering-related duties
- ✎ Techniques of public agency budget administration
- ✎ General principles of public administration and management related to the implementation and evaluation of programs, operations and services
- ✎ Principles and practices of sound safety management
- ✎ Applicable laws, policies, regulations, and fee structures

Ability to:

- ✎ Implement and participate in a wide range of engineering- related duties and processes
- ✎ Evaluate operational and administrative problems and formulate effective strategies and solutions
- ✎ Select, supervise, train and evaluate assigned staff
- ✎ Assist with preparation and administration of department budget
- ✎ Interpret and apply laws, codes, regulations, policies and procedures
- ✎ Comply with and enforce the District's Safety, Health and Environmental policies
- ✎ Gain cooperation through discussion and persuasion

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: At least three (3) years of customer service experience with a public utility with at least two (2) years of supervisory experience/capacity or equivalent (i.e., supervisory training, and/or supervising a project or team).

Training: Equivalent to an associate of arts degree with major course work in business or public administration.







Licenses and Certificates:

- ✎ California Class C driver's license, required
- ✎ Notary Public Certificate, desirable



PHYSICAL REQUIREMENTS/WORKING CONDITIONS

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

- ✎ Frequently use office equipment such as a computer, copier and FAX machine
- ✎ Must be able to carry, push, pull, reach and lift materials and objects up to 25 lbs

-  Extended standing, walking, sitting, reaching, stooping, and bending
-  Communicates verbally with District management, co-workers, and the public in face-to-face, one-on-one, and group meetings
-  Regularly uses a telephone or radio for communication
-  Ability to speak and hear both in person, by telephone, and radio
-  Vision within normal ranges including color vision with or without correction.
-  Regular attendance

The essential functions of this position will require the employee to be exposed to the following working conditions:

-  Work in a temperature controlled office environment with moderate noise.
-  Occasional travel by automobile conducting District business

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