

ORANGE COUNTY SANITATION DISTRICT

CLASS SPECIFICATION

Job Code: 3100
FLSA Status: Exempt
Bargaining Unit: Management
Effective Date: 07/12/02

CLASS TITLE: ENGINEERING MANAGER

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under administrative direction, directs, manages, supervises, and coordinates the activities and operations of the assigned division; determines engineering and technical objectives; ensures regulatory compliance; coordinates assigned activities with other units, groups, and outside agencies; and provides highly responsible and complex administrative support to the Director.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assume management responsibility for assigned services and activities of the Division including the planning and design of wastewater treatment facilities; and the installation and monitoring of electrical equipment; ensure that design drawings and detailed design specifications are prepared according to project requirements.
2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Select, train, motivate, and evaluate supervisory, engineering, and clerical personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
5. Oversee and participate in the development and administration of the Division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
6. Oversee and participate in the development of the District's Capital Improvement Budget (CIP); review technical drawings and specifications for design projects.
7. Ensure the District's compliance with federal, state, and local laws, codes and regulations, including EPA requirements; review plans; inspect and audit construction and operations; develop and implement test plans; provide training; maintain all applicable data.
8. Advocate, review, track and implement new air quality rules and regulatory developments.
9. Develop and manage objectives and standards for planning and design projects and maintain quality output; manage the preparation of all engineering standards and manage the standardization of all projects.

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10. Develop master plans and short-term strategies and provide technical support to minimize and mitigate the impact of odors on the community.
11. Manage the selection and oversight of consultants for all design work; review consultant's proposals to ensure that design drawings and detailed design specifications are prepared according to project requirements; may conduct inspections of wastewater treatment facilities and construction sites.
12. Serve as the liaison for the Division with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues.
13. Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports, agendas, and other necessary correspondence.
14. Serve as spokesperson for the Division with outside agencies and the general public.
15. Provide responsible staff assistance to the Director; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to engineering and construction programs, policies, and procedures as appropriate.
16. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of engineering.
17. As assigned, assume management responsibility for the operation of the Engineering Department in the absence of the Director of Engineering.
18. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, characteristics, services, and activities of a comprehensive public works and wastewater management programs.
- Principles and practices of civil, environmental, sanitary, and professional engineering.
- Theories and applications of physical science.
- Principles and practices of management and supervision.
- Service, equipment, and materials procurement.
- Building codes and air quality requirements.
- Principles and practices of construction management.
- Principles and practices of program development and administration.
- Methods, techniques, materials, equipment, and tools used in engineering.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.

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Ability to:

Oversee and participate in the management of a comprehensive engineering program.
Oversee, direct, and coordinate the work of lower level staff.
Select, supervise, train, and evaluate staff.
Participate in the development and administration of division goals, objectives, and procedures.
Prepare and administer large program budgets.
Prepare clear and concise administrative and financial reports.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Manage multiple projects and priorities.
Research, analyze, and evaluate new service delivery methods and techniques.
Integrate diverse sources of information related to technical subjects.
Communicate with other departments, management, and the board in technical and layman's terms.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Prepare and deliver public presentations.
Interpret and apply applicable federal, state, and local policies, laws, and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil, sanitary, electrical, environmental engineering or related field.

Experience:

Twelve years of increasingly responsible engineering experience including four years of supervisory responsibility.

License or Certificate:

Possession of professional engineering registration from the State of California

Possession of, or ability to obtain, an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting; stand or sit for prolonged periods of time; push, pull, lift, and/or carry light amounts of weight; with some travel to construction sites and facility locations.

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Physical: Incumbents require sufficient mobility to work in an office setting and operate office equipment; to travel to various locations to inspect construction and operations.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

Date: January, 2002
Johnson & Associates