



JULY 2012
FLSA: EXEMPT

ENGINEERING SUPERVISOR

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

Under general direction, supervises, assigns, reviews, and participates in the work of staff responsible for capital and operations engineering projects, pretreatment program projects, plant operations and maintenance improvement, emergency preparedness, special projects, compliance programs, and/or construction programs; coordinates assigned activities with other divisions and departments, outside agencies, and the general public; assists management in determining technical objectives; provides highly responsible and complex staff assistance to assigned manager; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory and/or management staff. Exercises direct supervision over assigned professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the engineering class series that exercises independent judgment on diverse and specialized engineering functions and has significant accountability and ongoing decision-making responsibilities associated with the work. The incumbent organizes and oversees day-to-day engineering program administration and complex engineering projects and is responsible for providing professional-level support to assigned management. This class is distinguished from a Division Manager in that the latter has full management authority in planning, organizing, and directing the full scope of programs, projects, and related engineering activities within a major unit.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff responsible for capital and operations engineering projects, pretreatment program projects, plant operations and maintenance improvement, emergency preparedness, special projects, compliance and enforcement programs, and/or construction programs.
- Establishes schedules and methods for providing, managing, and improving engineering processes and services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
- Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; makes recommendations for changes and improvements to existing standards and procedures.
- Recommends and assists in the implementation of goals and objectives; implements approved policies and procedures; implements strategic initiatives, enforcement programs, and regulations.

- Participates in the selection of engineering staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
- Participates in the preparation and administration of the assigned engineering program or project budget; submits budget recommendations; monitors expenditures.
- Performs the most technically complex tasks of the work unit as necessary.
- Oversees and assists in the preparation of requests for proposals and related documents; negotiates professional services and change order agreements.
- Develops schedules, milestones, standards, and procedures for the implementation of pretreatment program projects and air quality and environmental compliance programs; ensures that they are in accordance with applicable ordinances, Federal and State regulations and statutes, and District/division policies and procedures.
- Supervises wastewater treatment facilities construction activities; monitors and administers construction program contracts; negotiates claims and change orders.
- Oversees permits, enforcement, special projects, inspection, and monitoring activities by reviewing work products and productivity.
- Oversees and conducts special projects by evaluating need for project, benefits, scope and products, and by developing plan of implementation and schedule; assigns staff as appropriate; monitors and evaluates progress and results.
- Oversees, analyzes, and develops standards, policies, and procedures for environmental compliance.
- Reviews and designs highly complex design drawings and detailed design specifications for the improvement of wastewater treatment plant operations maintenance.
- Prepares emergency preparedness plans.
- Prepares analytical and statistical reports regarding operations and activities; reviews collection system monthly flow; develops reporting procedures for influent flow.
- Interfaces with the public and permittees when responding to requests regarding regulatory, permit, and enforcement issues.
- Makes presentations to staff, professional groups, governing bodies of other public agencies, and the general public regarding wastewater treatment facilities and management issues; represents the District when responding to requests and questions regarding permits, enforcement, and regulations.
- Develops, organizes, implements, and manages the Technical Assistance Center; provides assistance to new business and existing industries; develops programs to encourage new industry and allows existing businesses to be competitive; provides technical and policies information; serves as liaison with other agencies and organizations.
- Participates in administrative or legal proceedings pertaining to violations of the District's ordinances or Federal and State laws.
- Provides technical assistance to field staff regarding equipment selection, root cause analysis, and troubleshooting of problems.
- Conducts inspections of wastewater treatment facility construction sites or industries requiring industrial waste discharge permits to ensure that contractors, consultants, and industries requiring permits are working within regulatory requirements and District's standards.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of engineering; researches emerging products and enhancements and their applicability to District needs.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Operations, services, and activities of wastewater treatment and conveyance programs.
- Methods and techniques of conflict resolution and negotiation.

- Principles, practices, methods, and techniques of various engineering disciplines and construction and project management.
- Principles and practices of budget planning and capital improvement program development, administration, and accountability.
- Safety principles, practices, and procedures of engineering, facilities, equipment, and materials used in wastewater treatment and wastewater collection systems.
- Advanced principles and applications of critical thinking and analysis.
- Principles and practices of contract administration and evaluation.
- Principles of biology and chemistry as applied to wastewater treatment.
- Principles of mathematics and their application to engineering work.
- Construction, maintenance, and operating characteristics of wastewater treatment facilities.
- Principles and procedures of record keeping.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and with property owners, developers, contractors, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Plan, organize, schedule, assign, review, and evaluate the work of and train staff.
- Promote individual growth and development of assigned staff in the performance of work assignments.
- Effectively resolve conflict within assigned area of responsibility.
- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Evaluate and recommend improvements in operations, procedures, policies, or methods.
- Effectively communicate, negotiate and influence behavior at all levels both internally and externally.
- Apply critical thinking and analysis to a broad range of situations.
- Manage engineering projects, schedules, and related activities.
- Administer complex, technical, and sensitive engineering, development, and related programs in an independent and cooperative manner.
- Assist in evaluating and developing improvements in operations, procedures, policies, or methods.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- Make sound, independent decisions within established policy and procedural guidelines.
- Use critical thinking techniques and advanced methods in reaching decisions.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, rules, and regulations.
- Perform accurate mathematical and statistical calculations.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Maintain confidentiality in maintaining critical and sensitive information, and be discreet in handling and processing confidential information and data.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.

- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OCSD.

1. Possession of a bachelor's degree from a college or university which is accredited by the US Department of Education, with major coursework in engineering, or a related field; AND
2. Eight (8) years of increasingly responsible engineering experience, including three (3) years at a level comparable to an Engineer, or two (2) years of lead or supervisory experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of a professional engineering registration from the State of California.

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect District development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points, to operate a motor vehicle, and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas and to conduct inspections may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.