



**DECEMBER 2018
FLSA: EXEMPT**

DIRECTOR OF ENGINEERING

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 executive direction of the Assistant General Manager, plans, directs, manages, and oversees the activities and operations of the Engineering Department including performing the functions of the District Engineer; long-term strategic planning; capital program development; project engineering design, and construction management for major and minor projects; and, acts as District's Engineer on all treatment plant, trunk sewer construction, and pump station projects. Provides highly responsible and complex administrative support to the General Manager and Assistant General Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision and strategic direction from the Assistant General Manager. Exercises direct and indirect supervision over assigned staff and is accountable for the results produced by the Department.

CLASS CHARACTERISTICS

This classification is the department head level within the Engineering Department. Incumbents in this classification manage the overall administration of the District with responsibility for directing assigned programs and operations. Work includes responsibility for budget, staffing, resources, planning and accountability for the assigned function and related decisions. Incumbents apply advanced management principles and strategic thinking to decisions that impact the organization as a whole and the public being served. Incumbents generally serve as advisors and contributors to the next level of management authority on policies, procedures and major District initiatives.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

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

- Assumes full management responsibility for all department services and activities including long-term strategic planning; implementation of the capital improvement program; and, project management office, engineering design and construction management.
- Ensures the District's safety program and goals are implemented and carried out in the Engineering Department.
- Manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.
- Establishes, within District policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.

- Plans, directs, and coordinates, through subordinate level staff, the Engineering Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Participates, in support of the General Manager and Assistant General Manager, in policy direction on Labor Relations issues and in labor negotiations with Employee Represented Groups.
- Participates on an ongoing basis in leadership and management programs to provide positive constructive leadership and management direction to staff and all levels of the organization.
- Actively engages in succession management, to include leading the department's workforce planning efforts and encouraging related staff development through appropriate development activities.
- Oversees and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
- Coordinates planning and construction for collection facility and sewage treatment facility projects to meet District, state, and federal requirements; administers District's request for proposal and bid acceptance processes.
- Recommends or approves project deviations or change orders within approved guidelines.
- Oversees the planning and implementation of the District's Capital Improvement Program (CIP); makes authoritative decisions on technical issues relating to CIP implementation; administers District in-plant and field inspection services.
- Supervises project managers, engineers and technicians, directly or through subordinate staff, in the preparation of plans and specifications, the issuance of connection permits, preparation of reports and maintenance of mapping and as built drawings.
- Provides leadership and direction for the department's continuous improvement.
- Provides staff assistance to the General Manager and Assistant General Manager; prepares and presents staff reports and other necessary correspondence.
- Prepares and presents reports on informational and action items to the Committees and Board of Directors.
- Represents the Engineering Department to other departments, elected officials, citizen groups, service clubs, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
- Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
- Participates on a variety of boards, commissions, and committees; provides technical expertise.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of business, public administration, wastewater management and engineering.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Negotiates contracts, dispute resolutions, and claims settlement; performs other duties relegated to District Engineer through contract documents as required.
- Responsible for overseeing and evaluating the performance of Planning, Project Management Office, Civil and Mechanical Engineering, and Electrical and Control Systems Engineering in setting goals and performance measures to conduct performance reviews of direct reports.
- Responds to inquiries in a courteous manner; provides information within the area of assignment; and resolves complaints in an efficient and timely manner.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Advanced principles and practices of public administration including the organization, functions, and problems of sanitation districts.
- Government, governing body, and legislative processes.
- Operations, services, and activities of a comprehensive wastewater management program.
- Principles and practices of civil, sanitary, and professional engineering.
- Principles and practices of construction management, project management and professional engineering.
- Principles and practices of program development and administration.
- Methods, techniques, materials, equipment, and tools used in engineering.
- Principles and practices of generally accepted labor relations and negotiations.
- Principles and practices of budget preparation and administration.
- Critical thinking and decision-making techniques.
- Pertinent Federal, State, and local laws, codes and regulations.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Principles and practices of customer service and techniques for effectively communicating 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.
- Manage and direct a comprehensive engineering and capital improvement program.
- Develop and administer departmental goals, objectives, and procedures.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Plan and implement a large capital improvement program.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Negotiate contracts, disputes, and claims.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Ensure adherence to safe work practices and procedures in the workplace.
- Utilize a computer, relevant software applications and/or other equipment.
- Effectively 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 effective 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. Bachelor's degree from a college or university accredited by the U.S. Department of Education, with major coursework in civil, mechanical, sanitary or environmental engineering or a related field; AND
2. Twelve (12) years of progressively responsible experience in engineering, including four (4) years of management and administrative responsibility.

Licenses and/or Certifications:

- Valid professional engineering (P.E.) 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; 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 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 10 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 interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.