



**DECEMBER 2018  
FLSA: EXEMPT**

## **ENGINEERING MANAGER**

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

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision and strategic direction from the Department Director. Exercises direct and general supervision over staff assigned to the division being overseen and is accountable for the results produced by the division.

### **CLASS CHARACTERISTICS**

This is a division manager level classification. Incumbents in this classification manage an assigned function of the District with responsibility for directing 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 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; ensures that design drawings and detailed design specifications are prepared according to project requirements.
- Ensures the District's safety program and goals are implemented and carried out in the assigned Division.
- Manages and participates in the development and implementation of goals, objectives, policies, standards and priorities for assigned programs; recommends and administers policies and procedures.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; optimizes organizational structure and staffing levels by monitoring effectiveness of work, reviewing business practices and performance metrics; recommends, within departmental policy, appropriate service and staffing levels.

- Selects, trains, motivates, and evaluates supervisory, engineering, and clerical personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Oversees and participates in the development and administration of the Division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
- Oversees and participates in the development of the District's budgets; review technical drawings and specifications for design projects; ensures design documents are prepared according to project requirements.
- Ensures the District's compliance with federal, state, and local laws, codes and regulations, including Environmental Protection Agency (EPA) requirements; reviews plans; inspects and audits construction and operations; develops and implements test plans; provides training; maintains all applicable data.
- Advocates, reviews, tracks and implements new air quality rules and regulatory developments.
- Develops and manages objectives and standards for planning and design projects and maintain quality output; manages the preparation of all engineering standards and manages the standardization of all projects; ensures projects are constructed in accordance with requirements, codes and standards.
- Develops master plans and short-term strategies and provides technical support to minimize and mitigate the impact of odors on the community.
- Manages and participates in the selection and oversight of consultants for all design work; reviews consultant's proposals to ensure that design drawings and detailed design specifications are prepared according to project requirements; negotiates claims and disputes with contractors and consultants; may conduct inspections of wastewater treatment facilities and construction sites.
- Advocates for the safety of staff, construction contractors and consultants working on projects by determining contractor safety criteria and procedures, monitoring contractor performance, developing a safety culture within the construction staff and working with Risk Management to ensure compliance with the District's safety policies.
- Serves as the liaison for the Division with other divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues; manages public outreach programs.
- Serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports, agendas, and other necessary correspondence.
- Serves as spokesperson for the Division with outside agencies and the general public.
- Provides responsible staff assistance to the Director; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to engineering and construction programs, policies, and procedures as appropriate.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of engineering.
- Assumes management responsibility for the operation of the Department in the absence of the Department Director.
- 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:**

- Operations, characteristics, services, and activities of a comprehensive public works and wastewater management program.
- Principles and practices of civil, environmental, sanitary, and professional engineering. Theories and applications of physical science.

- Principles and practices of management and supervision, including training and performance evaluation.
- Principles and practices of procurement.
- Principles and practices of construction management, building codes and air quality requirements.
- 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.
- 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:**

- 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.
- Prepare and deliver public presentations.
- Interpret and apply applicable federal, state, and local policies, laws, and regulations. Communicate with other departments, management, and the Board in technical and layman's terms.
- 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.
- Utilize a computer, relevant software applications and/or other equipment.
- Operate a motor vehicle and travel to District sites, projects and/or meetings.
- Ensure adherence to safe work practices and procedures in the workplace.
- 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, sanitary, electrical, mechanical, environmental engineering or a related field; AND
2. Eight (8) years of increasingly responsible work experience in engineering including two (2) years of supervisory experience.

**Licenses and/or Certifications:**

- Valid California Class C Driver's License.
- 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; ability to travel to various District sites, projects and/or meetings; 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 work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter 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 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.