



DECEMBER 2018
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 supervision or direction, supervises, assigns, reviews, and participates in the work of staff responsible for capital engineering projects and special projects, treatment process performance and optimization including collections and treatment facilities, and wastewater discharge permitting and enforcement. Coordinates assigned activities with other divisions, departments, and outside agencies; assists management in determining technical objectives; supervises the efforts of engineering, capital project staff and support personnel; ensures work quality and adherence to established policies and procedures; performs the more technical and complex tasks relative to assigned area of responsibility as necessary; provides highly responsible and complex administrative support to assigned manager; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This classification is the supervisory level class within the Engineering class series that exercises independent judgment on diverse and specialized capital project management functions and has significant accountability and ongoing decision-making responsibilities associated with the work. The incumbent organizes and oversees day-to-day capital project administration and complex capital project design and construction and is responsible for providing professional-level support to the assigned Division Manager. 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 activities within a major unit.

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.

- Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff responsible for capital improvement project management; directs and coordinates activities of the project staff to ensure projects progress on schedule, within prescribed budget, and established project milestones are met.

- Carries out the District's safety program; ensures subordinates follow safety policies in work methods and procedures; enforces proper safety precautions while working in dangerous situations; educates employees on rules, regulations, safe work habits and potential hazards presented by their work environment.
- Establishes schedules and methods for providing capital improvement project 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 technical and clerical staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
- Performs the most technically complex tasks of the work unit as necessary.
- Participates in the preparation and administration of assigned program budget; submits budget recommendations; monitors expenditures.
- Supervises and assembles project teams for planning, design, and construction of projects; confers with project staff to outline work plan and to assign tasks and the resources required for each task; establishes project milestones.
- Provide technical advice to operations, maintenance, and collections staff including hydraulics, odor control, chemical and energy usage, budget forecast, CIP interface, and process control.
- Oversees issuance and renewal of industrial wastewater discharge permits to industrial facilities; performs evaluations of the permit applications and design drawings; monitors discharge through routine and downstream sampling results review and evaluation; finalizes permit requirements and ensures compliance through enforcement of permit provisions and discharge limits.
- Oversees compliance with OCSD's wastewater ordinance and pretreatment related inter-agency agreements.
- Supervises the management and coordinated activities of project teams in providing technical advice and problem resolution; ensures projects progress on schedule within prescribed budget, and with acceptable quality; confers with project teams to provide technical advice and resolve problems; conducts project team meetings to ensure adequate communication of project status.
- Performs periodic review of staff work assignments to ensure work quality is satisfactory and completed according to plan.
- Interfaces with senior management, the Board of Directors, peers, project staff, consultants, customers, and users as necessary in coordinating capital improvement project execution; informs stakeholders of overall project status and possible outcomes.
- Oversees preparation of project reports for the Board of Directors, management and others; makes presentations as necessary.
- Manages the selection of outside consultants; oversees the bid, proposal, and purchase recommendation process for major capital projects; solicits proposals; reviews proposals; selects consultants; establishes schedule and performance criteria.
- Works with consultants on project planning, preparation, scheduling, and execution of contracts; ensures work is completed on time and in conformance with plans and specifications.
- Provides technical input and direction in the interpretation of facility construction contract documents, resolution on contract issues, quality control, progress payments to the contractors, and submittals for material and equipment conformance to design specifications and plans.
- Applies project management tools as required to address the financial aspects and impacts on project variables such as schedule delays.
- 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 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.
- 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.
- Principles and applications of critical thinking and analysis.
- Principles and practices of contract administration and evaluation.
- Team and project planning, organization and development principles.
- Modern and complex principles and practices of public works and engineering.
- 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 including CEQA and NPDES permits.
- 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.
- 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.
- 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 and in decision-making.
- Analyze and prepare cost estimates and project schedules.
- Negotiate contracts, change orders, and claims.
- Administer complex, technical, and sensitive capital projects and related programs in an independent and cooperative manner.
- 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.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, rules, and regulations.
- Perform complex and 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.
- Operate a motor vehicle and travel to various District sites, projects and/or meetings.
- Work extended hours, including nights, weekends and holidays when necessary.
- Ensure adherence to safe work practices and procedures in the workplace.
- Make sound, independent decisions within established policy and procedural guidelines.
- 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.
- 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 civil, sanitary, electrical, mechanical, environmental engineering, or a related field; AND,
2. Eight (8) years of responsible work experience managing capital projects, and project administration experience, including four (4) years at a level comparable to a Senior Engineer or CIP Project Manager or 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, to inspect District development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points, 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 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 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.