



## **RUBIDOUX COMMUNITY SERVICES DISTRICT**

### **JOB TITLE**

Director of Engineering

### **POSITION OVERVIEW:**

Under minimal direction, the incumbent plans, organizes, directs and implements comprehensive strategies and programs for the operation of District's engineering functions. The incumbent will provide highly responsible and complex support to the General Manager and / or Assistant General Manager.

District employees are expected to work overtime, weekends, evenings and holidays as required to accommodate the District needs, in addition to responding as a Disaster Emergency Service Worker.

### **DISTINCTIVE ATTRIBUTES:**

This single position classification is responsible for administering and managing programs and supervising staff engaged in the District's planning for engineering activities of water distribution and water reclamation facilities, and other District services. The incumbent exercises significant authority and independence in implementing a broad range of professional engineering services and programs in coordination with District leadership. This position is responsible for oversight of the District's engineering functions, ensures necessary systems are in place to maximize business processes, and supports the needs of the District's mission. Incumbents within the Director of Engineering classification report to the Assistant General Manager (or General Manager in the absence of the Assistant General Manager position being filled) and provide direction to the Assistant Engineer and other staff.

## **ESSENTIAL FUNCTIONS:**

### Leadership activities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Assume management responsibility for all Engineering Department services including project and contract management, regulatory compliance, development services, and source control functions.

Develops business plan activities based on District strategic goals and other core needs.

Leads, plans, organizes, integrates and evaluates the work of the Engineering functions through assigned staff by establishing goals and performance measures.

Participates in developing and monitoring performance of the department and District budget.

Provides input on negotiations and labor contract provisions.

Participates in both short, and long-term planning efforts.

Ensures engineering policies and procedures are developed, updated, and implemented throughout the District.

Recommends actions necessary to ensure compliance with federal, state and local laws and regulations, District policies and procedures, and labor agreements.

Monitors and establishes performance requirements while providing coaching for performance enhancement.

### Support provided

Participate on a variety of boards, commissions and professional groups to stay current on new trends and innovations in the field of engineering and water operations.

Directs, manages, and participates in the preparation of designs, plans, engineering drawings, maps, and records for District system additions or improvements.

Conducts a variety of organizational studies and investigations and recommends modifications to Engineering program projects, policies, and procedures.

Supports strategies to develop and retain highly competent service-oriented staff.

Continuously monitor and evaluate the efficiency and effectiveness of programs and procedures. Assess workloads, administrative support systems, and identify opportunities for improvement.

Assist in the development, prioritization, communication, and implementation of Business Plan initiatives in support of District Mission and Strategic goals.

The incumbent, while exercising his/her authority, shall abide by and promote the District's values and beliefs and adhere to the District's ethics policy.

**QUALIFICATIONS:**

Plan and direct the principles, practices, techniques, trends and standards involved in the design, construction, maintenance, and operation of water/wastewater systems.

Interpret and apply pertinent Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.

Understand theory, principles, practices, and methods required for a water/sewer utility.

Principles and practices of budgeting, purchasing and maintenance of public records.

Method for the preparation of designs, specifications, and estimates for engineering programs.

Principles of advanced mathematics and their application to engineering.

Methods and techniques of field survey and construction practices.

Utilize research methods and analysis techniques to prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.

Analyze and make sound recommendations on complex management and administrative issues.

Understand, interpret, explain, apply and adhere to District personnel rules, policies and labor contract provisions governing assigned areas of responsibility with the ability to exercise independent judgment within general policy guidelines.

Establish and maintain effective working relationships with all levels of District staff, other governmental officials, contractors, vendors, and the public.

Exercise tact and diplomacy in dealing with sensitive, complex and confidential situations.

Perform highly detailed work under changing, intensive deadlines on multiple concurrent tasks.

Highly motivated professional who is a self-starter, resourceful and able to work independently with minimum supervision.

Proper English usage, punctuation, grammar and spelling.

Provide transparent, high quality and fiscally responsible services, while meeting the needs of the District and its customers.

Utilize exceptional customer service and communication skills both verbally and in writing, with the ability to cultivate professional business partnerships and inspire team collaboration.

Think creatively and seek alternative solutions in order to produce results that benefit the District, its internal and external customers, while clearly articulating options to management and policy makers.

Use modern office equipment including computer software applications related to the field of work.

Define and explain key processes and business requirements within the department.

Make effective and engaging oral presentations clearly, logically and persuasively.

Utilize successful leadership skills with the ability to inspire and influence with a high level of energy, enthusiasm, and creativity coupled with a positive attitude.

Highly motivated professional who is a self-starter, resourceful and able to work independently with minimum supervision.

**EXPERIENCE, EDUCATION AND LICENSING/CERTIFICATION:**

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

**Education:**

Equivalent to Bachelors' Degree in Civil, Electrical or Mechanical Engineering or related field

A Master's degree in a related field may substitute for one year of experience

**Experience:**

Minimum of 7 years of increasing responsibility in engineering activities

Minimum of 4 years of management background

**Required Licenses / Certifications:**

CA Class C Driver's License

Professional Engineer in the State of California

## **PHYSICAL, MENTAL, AND ENVIRONMENTAL REQUIREMENTS:**

The characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical:** Employees are regularly required to use repetitive motion for keyboard use and writing; frequently grasp, reach overhead, hold and reach; sit for long periods of time; occasionally walk, use staircases, stand, kneel, stoop and bend; occasionally lift and carry up to 25 pounds or 60 pounds with assistance; constantly use overall vision; and frequently hear and talk, in person and on the phone.

**Mental:** Employees should possess the ability to speak, read, and write English, in addition to exercising math and computer aptitude as required. Employees work under pressure with frequent interruptions while communicating and interacting with a variety of District personnel, the public, and others encountered in the course of work. The ability to explain, interpret, and apply related rules, regulations, policies and procedures; and work on multiple concurrent assignments, often within tight timeframes using good business judgment is necessary.

**Environmental:** Employees primarily work in a temperature-controlled office environment subject to typical office noise and settings. Incumbents are expected to use principles of effective safety practices including the use of equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintaining safe personal and common workspaces.

RCSD is a tobacco free campus prohibiting smoking and the use of smokeless tobacco products, e-cigarettes, and unregulated nicotine products in any District vehicle and building, which includes any building owned and occupied, or leased and occupied, by the District.

Job Status: Exempt

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