

Oro Loma Sanitary District  
2600 Grant Avenue  
San Lorenzo, CA 94580  
(510) 276-4700

## **DISTRICT ENGINEER**

### **DEFINITION**

Under administrative direction of the General Manager, to plan, organize and supervise the Engineering Department and serve as District Engineer, supervise the Capital Improvement Program projects, miscellaneous engineering department projects, and complicated professional engineering work related to the wastewater treatment plant and collection system.

### **SUPERVISION EXERCISED**

Exercises direct supervision over professional and technical engineering staff.

### **IMPORTANT AND ESSENTIAL DUTIES**

1. Coordinate Capital Improvement Program projects, including requests for proposals, studies, design engineering, inspection and construction management.
2. Coordinate a wide variety of engineering design work and coordinate inspection of construction.
3. Prepare and direct the preparation of complete reports, including text, charts, maps, diagrams and sketches on engineering subjects of substantial difficulty.
4. Prepare project status reports and make oral and written presentations to staff, the Board of Directors and the public.
5. Supervise work of professional and non-professional personnel.
6. Establish job duties, responsibilities, performance targets, means of measurement and annual evaluation of employees in his/her work group.
7. Assist in preparation of the annual budget, multi-year Capital Improvement Program and control annual expenditures relating to supervised responsibilities.
8. Advise General Manager on status and technical issues related to assigned design work and projects.
9. Prepare reports and agenda items for Board of Directors meetings and Board Committee meetings.
10. Coordinate permitting, mapping and drafting activities.
11. Negotiate, prepare and manage consultant contracts.
12. Review and approve Collection System plans for new developments.

## **OTHER JOB RELATED DUTIES**

1. Provide technical input to treatment plant and collection system staff on operations and modifications.
2. Perform related duties and responsibilities as required.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Modern and complex principles and practices of program development and administration and project scheduling and management.
- Engineering theory, principles and practices and their application to a wide variety of modern wastewater treatment facilities and collection systems.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State, and local laws, codes and regulations.
- Operational characteristics, services and activities of a comprehensive engineering program.
- Research methods and sources of information related to engineering.
- Recent developments, current literature, and trends relating to planning and engineering program administration.
- Methods and techniques used in the design and construction of a wide variety of engineering projects.
- Methods, techniques, and procedures used in engineering project management.
- Contract administration practices and principles as they relate to construction work, including development of specifications, evaluation of bids, contract monitoring and negotiation procedures; public agency bidding, contracting and purchasing policies.
- Safety hazards and appropriate precautions applicable to work assignments.
- CAD/CAM Mapping Systems

### **Skill to:**

- Excellent writing skills and oral communications

- Operate modern office equipment including computer equipment.
- Operate a motor vehicle safely.

**Ability to:**

- Plan, organize, direct and coordinate the work of supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select, supervise, train and evaluate staff.
- Provide administrative and professional leadership and direction for the Engineering Department.
- Develop, implement and administer goals, objectives, and procedures for providing effective and efficient engineering services.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- 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, procedures and techniques.
- Prepare clear and concise administrative and financial reports.
- Interpret and apply Federal, State and local policies, procedures, laws and regulations.
- Make engineering computations and check, design, prepare, and review engineering plans and specifications.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Five years of experience in civil, sanitary or mechanical engineering including three years in a supervisory position.

**Training:**

Equivalent to a Bachelors degree from an accredited college or university with major course work in civil, sanitary or mechanical engineering or related field.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license, and a motor vehicle record which meets the District's driving standards.

Possession of a valid Certificate of Registration as a professional engineer issued by the California State Board of Registration.

**Special Requirements:**

*Essential duties require the following physical abilities and work environment:*

Ability to work in a standard office environment with frequent exposure to the outdoors.

**Effective Date:** December 1996