

## ENCINA WASTEWATER AUTHORITY

**DATE:** May 2018  
**POSITION TITLE:** Engineering Services Manager  
**DEPARTMENT:** Technical Services  
**REPORTS TO:** Director of Technical Services  
**FLSA STATUS:** Exempt

**POSITION SUMMARY:** The Engineering Services Manager performs a variety of highly complex and specialized professional engineering activities associated with EWA projects. In this executive level position, the Engineering Services Manager will plan, organize, and direct activities associated with capital projects including project management and asset management. Additional responsibilities will include the execution and implementation of engineering projects (e.g., designs, studies, and assessments), ensuring compliance with applicable local, state and federal engineering standards; directing the review and analysis of the impact of new and changing regulations; assisting in the development and implementation of operational and administrative procedures to ensure cost-effective compliance; and performing other related duties as assigned. The Engineering Services Manager exercises significant authority and independence in implementing a broad range of services and programs in coordination with other EWA managers and provides technical and professional support to the EWA Board of Directors and its subcommittees.

**SUPERVISORY DIMENSIONS:** Supervises various EWA staff and manages consultants providing related services to EWA.

### **ESSENTIAL JOB DUTIES:**

The duties listed below are intended only as illustrations of the various types of work that may be performed.

- Plans, organizes, directs, and manages EWA Capital Improvement Projects (CIP) planning asset management activities.
- Serves as project manager for the development of EWA CIP planning and asset management documents. Defines scope of work; reviews proposals; conducts planning meetings; meets with engineers, vendors, suppliers, other agencies and other EWA departments; and reviews progress payments from engineering firms and contractors.
- Participates in planning and feasibility studies associated with sewer and recycled water treatment.
- Manages EWA's Condition Assessment Program for treatment and remote facilities physical assets.

- Provides direct oversight to EWA's Operation & Maintenance Manual Program development in conjunction with key stakeholders.
- Prioritizes capital projects within the area of responsibility.
- Regularly monitors and reports on capital spending and develops cash flow projections for financial analyses.
- Oversees implementation and maintenance of asset management systems.
- Coordinates with other EWA departments when necessary.
- Evaluates assets to determine if they need to be included in the CIP schedule.
- Prepares and checks engineering documents.
- Develops, implements, and monitors tactical plan objectives that support the organization's strategic plan and mission.
- Administers CIP contracts and construction projects and prepares budget requests.
- Provides day-to-day leadership to ensure a high performance, customer-service-oriented work environment that supports EWA's mission, vision, and values.
- Prepares goods and services procurement contracts and related documents in support of engineering programs including scopes of work, requests for bids (RFB) and proposals (RFP); evaluates bids and proposals; chairs selection panels; negotiates contracts; ensures compliance with applicable EWA policies and procedures; and monitors contract performance.
- Participates in Board and Committee meetings and presentations as necessary.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

Specific Types of Knowledge, Skills and Physical Abilities Required for These Duties:

- Knowledge of operations, services, and activities of a wastewater treatment plant.
- Ability to research and prepare designs, plans, specifications, estimates, reports, and recommendations relating to engineering projects.
- Knowledge of applicable federal, state, and local laws and regulations related to engineering development and construction of projects.
- Knowledge of EWA's Biosolids Environmental Management System.
- Knowledge of project management techniques, appropriate safety precautions and procedures, effective leadership methods, and principles of supervision and training.
- Knowledge of principles and practices of public administration, including budgeting and maintenance of public records; effective management and supervision concepts and techniques; and demonstrated

experience using such knowledge. Ability to research appropriate grant opportunities and write effective grants.

- Ability to analyze and make sound recommendations on complex engineering, regulatory, water quality, and management issues; understand, interpret, explain, and apply federal, state, and local policy, law, regulation, and court decisions governing EWA operations.
- Ability to prepare clear, concise, and comprehensive correspondence, reports, studies, and other written materials; make effective oral presentations; and exercise sound, expert, independent judgment within general policy guidelines.
- Ability to establish and maintain effective working relationships with local public agencies, contractors, and construction personnel as well as with EWA managers, member agency managers, board members, employees, and the public.
- Ability to supervise, train, and evaluate professional and technical staff.

**EDUCATION REQUIREMENT:** A Bachelor's Degree in Civil, Mechanical, Environmental, Sanitary, or Chemical Engineering or a related field from an accredited college or university. A Master's Degree in engineering is desired but not required.

**EXPERIENCE REQUIREMENT:** Seven years of increasingly responsible professional engineering, including two years of project management experience in the design and construction of wastewater and recycled water systems. Experience with potable water processes desired but not required.

**LICENSE REQUIREMENT:** Registration as a Professional Engineer (P.E.) as issued by the California State Board of Registration for Professional Engineers & Land Surveyors or ability to obtain P.E. registration within the first 12 months of hire. Possession of a valid California Class C Driver's License and ability to be insured under EWA's automobile insurance coverage.

Note: Failure to maintain a valid California Driver's License constitutes a possible cause for termination.

**PHYSICAL AND MENTAL DEMANDS:**

**Physical Demands**

While performing the duties of this position, an employee is regularly required to sit, stand, and walk; talk or hear, in person, in meetings, and by telephone; use hands and fingers to handle, feel, or operate standard office equipment.

Specific vision abilities required by this job include close and distance vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this position, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information, and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with other managers, board members, government officials, regulators, employees, and the public.

**WORK ENVIRONMENT:** The employee works under typical office conditions as well as construction or work sites in the course of inspecting and monitoring work or supervising work crews. The noise level in the office environment is usually quiet; work sites may be dirty, loud, and odorous.

**QUALIFICATIONS:** Ability to pass EWA's pre-employment physical examination and drug screen; possession of a good driving record and the ability to be insured by EWA's insurance carrier; and the ability to read, write, speak, and comprehend English.

**RIGHT TO WORK REQUIREMENT:** Must be a United States citizen or possess qualified alien status. Documentation of eligibility to work in U.S. will be required as a condition of employment.

**Encina Wastewater Authority does not discriminate against any applicant for employment on the basis of age, race, color, sex, ancestry, national origin, pregnancy, marital status, sexual orientation, sexual identity, religion, military status, medical condition, mental disability, or physical disability.**

**The list of essential job duties contained in this job description is not exhaustive, and may be supplemented as necessary. This position performs other related duties as assigned, some of which may become essential to the position.**

**Any offer of employment for this position is contingent upon receipt of acceptable results from a background investigation.**