CITY OF SAN JUAN CAPISTRANO

WATER ENGINEERING MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To plan, manage and oversee water engineering activities and services; to coordinate assigned activities with other water agencies; to approve all water utility design plans, specifications; review and approve contracts and agreements; and to provide highly responsible and complex administrative support to the Public Works Director.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Public Works Director.

Exercises direct supervision over supervisory, professional and technical staff.

ESSENTIAL FUNCTION STATEMENTS – *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assumes management responsibility for all services and activities of water and field operations; recommends and administers policies and procedures.

2. Manages and participates in the development and implementation of goals, objectives, policies, and priorities; recommends appropriate service and staffing levels; recommends and administers policies and procedures.

3. Plans, directs, coordinates, and reviews the work plan for water engineering operations; meets with staff to identify and resolve problems; assigns work activities, projects, and programs; monitors work flow; reviews and evaluates work products, methods and procedures.

4. Selects, trains, motivates, and evaluates division personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

5. Plans, prioritizes, assigns, supervises, and reviews the work of subordinate staff; sets goals and objectives and ensure adequate training and tools are provided.

6. Manages and participates in the development and administration of the water utility and field operations annual budget; forecasts funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; directs and implements adjustments as necessary.

7. Manages and participates in the capital budget for water systems; inputs into operating budget.

8. Provides oversight to the operations of the Ground Water Recovery Plant. Develops and negotiations the implementation of operational or capital solutions.

9. Monitors schedules of staff services as consultant to staff; coordinates with other departments and districts on projects.

10. Prepares contract bid specifications; participate in the bidding process including attending bidder's conferences and interviewing potential contractors; makes recommendations.

11. Ensures that the City and consumers have ample amount of uninterrupted water supply; ensures that drinking water meets quality standards and requirements regulated by the State Health Department.

12. Monitors SCADA system and pump station operations; document system readings and program system as needed to ensure an ample water supply.

13. Monitors the quality and quantity of water and maintenance of pumps, wells, control valves and appurtances.

14. Documents readings of water used from import and well meters; documents and follow up on field problems and reports of customer complaints.

15. Reviews and documents daily field activity hours spent on specific projects and assignments.

16. Coordinates safety activities; ensures the adherence to standard safety precautions

17. Responds to and resolve difficult and sensitive citizen inquiries and complaints.

18. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of civil engineering.
Materials, tools and equipment used in civil engineering.
Engineering design and construction principles and practices.
Modern office procedures, methods and equipment including computers.
Recent developments, current literature and sources of information regarding civil engineering.
Principles and practices of supervision and training.
Pertinent Federal, State and local codes, laws and regulations.

Skill in:

Developing, reviewing, and modifying civil engineering plans, designs, and specifications.
Managing and administering various capital improvement projects.
Performing technical research and solve engineering problems.
Operating computer engineering systems.
Managing, directing, and coordinating the work of lower level staff.
Negotiating and administering contracts.
Preparing contract specifications.
Communicating clearly and concisely, both orally and in writing.

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 the analysis, design, and construction of water systems capital projects; including two years of administrative and supervisory responsibility.

Training:

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

License or Certificate

Registered as a Professional Civil Engineer in the State of California.

WORKING CONDITIONS

Environmental Conditions:

Office environment.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time.