SAUSALITO-MARIN CITY SANITARY DISTRICT

DISTRICT ENGINEER

DEFINITION

Under direction from the General Manager, manages the District's Capital Improvement Program, and various District engineering and asset management projects and programs from evaluation through design and construction, manages the day-to-day operations of the Engineering function for the plant and the system, serves as District Engineer when working with internal and external stakeholders, advises on wastewater process control issues, provides engineering and technical advice and support to District staff, and performs other duties as required. The District Engineer position is "at-will" and "exempt".

SUPERVISION EXERCISED

Supervises subordinate Engineering staff and consultants. Carries out management responsibilities in accordance with District policies and procedures, as well as applicable labor, regulatory and safety laws. Responsibilities include interviewing, preparing hiring recommendations, and training employees; planning and assigning staff coverage, and directing work; tracking and authorizing time sheets; establishing staff work expectations, performance goals, and work plans; evaluating employee performance; disciplining employees; investigating, addressing, and resolving personnel complaints and related problems.

IMPORTANT AND ESSENTIAL DUTIES (Illustrative Only)

1. Develops, monitors, and manages the District's 10-Year Capital Improvement Program.

2. Manages day-to-day operation of the Engineering Department, including supervision of subordinate employees, and development and management of the respective operating budgets.

3. Develops and implements processes for selecting consultants to assist the District in studies, design, and construction related services.

4. Analyzes and researches new technologies, products, equipment, codes, and regulations.

5. Confers with vendors and consultants regarding systems and technologies, and recommends improvements to facilities, equipment, and operational procedures.

6. Manages preparation of cost estimates for District projects.

7. Serves as project manager, construction manager, and/or project engineer on assigned District projects.

8. Manages the delivery of capital improvement projects, from planning to completion of construction.

9. Manages procurement contract administration to ensure District procedures for issuing and managing contracts are uniformly applied.

10. Acts as District Engineer, representing SMCSD's interests in meetings with a variety of stakeholders, including developing, awarding, and administering cooperative multi-District contracts or projects.

11. Advises and assists with wastewater process control matters to evaluate and improve operational efficiency.

12. Coordinates and/or performs various technical studies related to wastewater collection, transport and treatment, ensuring compliance with regulatory District requirements, improving treatment plant processes for increased reliability and efficiency, and evaluates and recommends cost effective alternatives.

13. Provides QA/QC review of documents prepared for or by other departments.

14. Prepares effective technical, statistical, written, and narrative reports and correspondence; ensures proper maintenance of records.

15. Schedules, monitors, coaches, and trains employees on professional standards and District policies and procedures.

16. Manages the District staff design and construction of less complex capital improvement projects and other District projects.

17. Manages electronic and paper-based technical document management systems and oversees the day-to-day management of information technology systems.

18. Administers the District's cathodic protection and outfall inspection programs.

19. As requested by the General Manager, makes presentations to the Board of Directors and other stakeholder groups.

20. Responds to stakeholder complaints and proactively assists in solving problems related to District projects and programs.

21. Seeks opportunities to obtain grant funding for District projects, monitors state and local agencies for issues that could affect capital projects and District planning.

22. Participates in the District's asset management program and provides support services as requested.

23. Collaborates with stakeholders to plan, design, and expand the District's recycled water system.

24. Serves as the acting General Manager, as requested by the General Manager, or by the Board Chair in the absence of the General Manager.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of:

- Principles and practices of civil engineering design and construction.
- Wastewater principals and management, including applicable codes and safe work practices related to the construction, operation, and maintenance of collection system facilities.
- Local, State and Federal laws, rules and regulations relating to environmental water quality standards and issues.
- Principles and practices of contract administration and project management and evaluation.
- Construction materials, methods, materials testing and equipment.
- Computer user applications as applied to the solution of engineering problems, such as Geographical Information Systems, AutoCAD, Asset Management Software, Hydraulic Modeling, and Database Management with Reporting.
- General principles and equipment used in hydrology, hydraulics, flow monitoring, and flood control.
- Safety equipment and procedures.
- Engineering mathematics.
- Basic physics and chemistry related to wastewater systems and treatment.
- Basic supervisory principles and practices.
- Techniques for providing a high level of customer service to the public and SMCSD staff, in person and over the telephone.
- Learn SMCSD's permit process and calculation of permit fees.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Skill to:

- Perform detailed and complex engineering analysis of designs, specifications and plans for utilities systems and components, including maps, drawings, and layouts.
- Develop engineering requests for proposal and cost estimates.
- Administer contracts and agreements for wastewater collections and disposal projects.
- Apply engineering principles and techniques to the solution of simple to complex civil engineering problems.
- Learn SMCSD's permit process and calculation of permit fees.
- Use English effectively to communicate in person, over the telephone and in writing.
- Exercise sound judgment within established policy and procedural guidelines.
- Establish and maintain effective working relationships with the public, engineering firms, contractors, developers, manufacturers, county and state governmental staff, and other outside agencies.
- Prepare clear, concise and accurate reports and correspondence.
- Plan, assign, direct, and review the work of assigned staff.

Ability to:

- Interpersonal Skills:
  Ability to work cohesively in a team setting; ability to interact with others (co-workers, supervisors, subordinates, vendors, and members of the public) in a professional manner; to accept constructive criticism from supervisors, peers, and subordinate employees; to recognize the need for, and to seek assistance or clarification as needed; to work independently; to handle work-related stress in a professional manner; to prioritize assignments and meet deadlines; successfully balance life demands with work demands; to arrive at work as scheduled and to work the hours as agreed upon and scheduled.

- Language Skills:
  Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write reports, correspondence, and procedures. Ability to effectively present information in a variety of settings, and respond to questions from staff, other department managers, customers, the public, contractors, consultants, and technical representatives. Mathematical Skills Ability to carry out complex Engineering calculations involving advanced mathematical concepts such as exponents, logarithms, quadratic equations, permutations, geometry and trigonometry, frequency distributions, determination of test reliability and validity.

- Reasoning Ability:
  Ability to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical information in mathematical or diagram form and deal with a variety of abstract and concrete variables; to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems; ability to deal with verbal and nonverbal symbolism such as formulas, scientific equations, graphs, etc.

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

Minimum of five years of professional level engineering experience in a water, wastewater, or environmental in a related setting is desirable.

Training

Equivalent of a Bachelor's degree (B.S.) from four-year ABET-accredited college with major coursework in Civil, Mechanical, Environmental, or Sanitary Engineering. Graduate degree in Engineering desirable.

LICENSE OR CERTIFICATE

Must be registered as a Professional Engineer in the State of California. Failure to maintain this standard may result in loss of employment.

Possession of an appropriate, valid driver's license and a motor vehicle record which meets the District's Driving Standard Procedure.

SPECIAL REQUIREMENTS

Essential duties require the following physical abilities and work environment:

Physical Abilities:

Be able to possess mobility to work in a standard office setting and operate standard office equipment, including a computer and calculator; interpret printed materials and computer screen; and communicate with people in person and over the telephone. Be able to possess mobility to inspect various collection system and pumping station sites; work on uneven terrain; be able to position one-self in order to work in confined spaces, such as manholes. Maintain static postures for extended periods of time, occasionally bend, stoop, stretch and reach; have strength and stamina to safely transport and carry up to fifty (50) pounds. Availability to work extended hours and be available outside normal working hours to handle District emergencies and essential business.

Work Environment.

The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, outdoor weather conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, the risk of electrical shock, or to vibration. The noise level in the work environment is usually moderate, with occasional exposure to loud equipment.

Effective Date: January 2017