

PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

CLASS TITLE: AWP Engineering Manager

DEPARTMENT: Operations	ACCOUNTABLE TO: Director of ECAWP	FLSA STATUS: Exempt
SALARY RANGE:	44, 48	
<p>CLASS SUMMARY: Incumbent is responsible for giving general guidance and supervision to staff and for planning and supervising engineering projects and activities across multi-functional groups. Duties include: assisting with the implementation (design and construction) of the East County Advanced Water Purification (AWP) Project; providing Operations & Maintenance oversight and support; planning, assigning and supervising work; training staff; working with attorneys and legal counsel, other organizations, management and other departments on an ongoing daily basis and resolving project difficulties and irregularities; oversees, and coordinates with engineers, contractors, consultants and program managers and other governmental agencies; preparing and presenting project reports and presentations; and preparing and monitoring the department's budget.</p>		
<p>DISTINGUISHING CHARACTERISTICS: The Engineering Manager is the fourth level of a four level engineering series. The Engineering Manager is distinguished from Engineer and engineering staff by the supervisory authority. Specific in the AWP Engineering Manager role, distinguishing characteristics include: increased responsibility in East County AWP Program management, broad range administrative management, project implementation oversight, technical support, project package oversight and an increased responsibility role across multi-functional groups including Operations and Maintenance and other department workgroups.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
1.	Manages staff to include: Setting goals/objectives for the workgroup, assigning and monitoring work, develop, mentor, lead and motivate staff, training or ensuring staff are trained, setting and communicating performance standards/expectations, conducting performance evaluations, coaching employees performance and making hiring and termination recommendations; manage and participate in developing and implementing plans, work processes, procedures, and work standards to attain annual goals and objectives.
2.	Oversees and coordinates project activities with engineers, contractors, consultants, project managers and other governmental agencies and establishes conditions for developing capital facilities for the East County AWP Project.
3.	Prepares and reviews special agreements and prepares written and verbal reports for both the Padre Dam and East County AWP Joint Powers Authority (JPA) Board and for management.
4.	Works with attorneys and legal counsel, other organizations, management and other departments on an ongoing daily basis and in resolving project difficulties and irregularities.
5.	Ensures compliance with Padre Dam and East County AWP policies, rules and regulations, standards and practices, and U.S. laws and regulations.
6.	Develops and assists with supporting the East County AWP Technical Advisory Committee (TAC) and keeping JPA and program partners informed.
7.	Prepares and monitors the budgets for the department functions under their supervision.

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
8.	Provide day to day leadership and work with staff to ensure a high performing, service-oriented work environment that encourages employee involvement, continuous improvement, and innovation.
9.	Performs other duties of a similar nature or level.
10.	Resolve and troubleshoot problems as they arise

Knowledge (position requirements at entry):

- Supervisory theories and principles;
- Budgeting theories and principles;
- Engineering theories and principles;
- Applicable laws and regulations;
- Project Management theories and principles;
- Mathematics including geometry, trigonometry, and statistics;
- Safety procedures.

Skills (position requirements at entry):

- Monitoring and evaluating staff;
- Preparing the department budget;
- Prioritizing and coordinating engineering activities;
- Managing multiple tasks and projects;
- Administering and developing contracts;
- Providing Implementation (design & construction) oversight
- Estimating and reviewing project costs;
- Using computers and related specialized computer applications for engineering;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Bachelor's Degree in Engineering and seven years experience in the engineering field including two years of supervisory experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- Valid California Driver's License;
- Registration as a Civil Engineer in the State of California

Safety Requirements: Knowledge of General Office and field safety. Proper reporting of safety violations, accidents and injuries, occupational hazards and standard safety practices, procedures and regulations. Completes required and assigned safety and training assignments in a timely manner, understands proper lifting techniques, ensures that staff is adequately trained in general office safety. Reads, understands and complies with District safety policies; attends staff safety meetings; reports all accidents, violations or infractions as required; ensures that departmental functions are carried out in a safe and efficient manner. Has the ability to work in a safe and efficient manner and ensure that all safety training is completed by staff.

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Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, walking, lifting, fingering, grasping, feeling, talking, seeing, and repetitive motions.

Sedentary to medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than 10 lbs., and the worker sits most of the time, the job is rated for **Light Work**.

Incumbents may be subjected to chemicals, oils, extreme temperatures and inadequate lighting.

Classification History:

Date: New Classification 12/2/20