
Mt. View Sanitary District

Policies and Procedures Manual

POLICY TITLE: District Engineer

POLICY NUMBER: 2320

JUNE 2017

FLSA: EXEMPT

DISTRICT ENGINEER

DEFINITION

Under general direction, plans, organizes, directs, and reviews the activities and operations of the Engineering Department, including long- and short-range project planning, environmental planning, design, construction, permitting, right-of-way, and water conservation programs; coordinates departmental activities with other departments and outside agencies; provides highly responsible and complex administrative support to the General Manager and Assistant General Manager; performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the General Manager or Assistant General Manager. Exercises direct and general supervision over technical support staff.

CLASS CHARACTERISTICS

This single-position management class oversees and directs all activities of the Engineering Department, including short- and long-range capital improvement planning and development and administration of State and Federal funds for wastewater facility improvements, expansion, fee and flow studies. Responsibilities include coordinating the activities of the department with those of other departments and governmental and regulatory agencies, and managing and accomplishing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering District goals and objectives within general policy guidelines.

EXAMPLES OF DUTIES (Illustrative Only)

- Develops, plans, and implements goals and objectives for the department; prepares and administers internal policies and procedures relating to engineering program activities; interprets and explains applicable rules, laws, and regulations.
- Plans, organizes, administers, reviews and evaluates the work of technical support staff directly overseen by this position.
- Coordinates activities of staff and the department with those of other District departments and outside agencies, such as wastewater facility maintenance and operations.

- Directs, oversees, and participates in the engineering program work plan; assigns work activities, engineering projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- Prepares and establishes standard specifications and details for additions to and/or rehabilitation of the District's wastewater infrastructure and facilities; prepares estimates for improvements to the District's wastewater infrastructure and facilities for the District Manager or the Board.
- Provides oversight and assists in the maintenance of the District's Geographical Information Systems (GIS).
- Recommends and administers policies and procedures such as ordinances, procedure guidelines, design standards, and standard plans and specifications while ensuring that operation and maintenance, financial, regulatory and legal requirements are met.
- Assists in the preparation and implementation of an annual budget, including the District's Masterplan, 5-year Capital Improvement Plans, and other financial matters.
- Confers with the District's legal counsel in the review of contracts, leases, deeds, agreements, annexations, ordinances, and other legal documents.
- Reviews applications, plans and specifications for sewer service, including proposed extensions of the District's collection system; assists in the preparation and maintenance of the District's Sewer System Management Plan (SSMP) for maintenance of the collection system.
- Reviews planning and/or environmental documents from City and/or County planning departments for potential impact on the District; reports potential impact to the District Manager and the Board of Directors; assists with source control and pollution prevention measures.
- Reviews and responds to City of Martinez and Contra Costa County planning, zoning, permit, and development notices; reviews plans and maps for new development and residential remodeling including sewer construction plans for conformance with District specifications; prepares estimates and develops permit requirements for development projects.
- Coordinates, solicits, and obtains public bids of contracts for improvements to District facilities.
- Assists in the engagement and coordination of services from contracted professional consulting engineers involved in the study or design improvement to the District's wastewater infrastructure and other facilities.
- Conducts engineering and related studies, evaluates alternatives, makes recommendations, prepares reports, and assists the District Manager in scheduling matters to be brought before the Board of Directors; assists in preparing reports for the Regional and State Water Boards.
- Provides oversight and assists with land surveys; prepares and establishes legal descriptions and plot maps; updates and maintains maps of the District's wastewater collection system.
- Develops design drawings, plans, and specifications for simple to complex engineering projects related to the District's maintenance, operations and capital improvement needs for the District's wastewater infrastructure and other facilities.
- Oversees field inspections of wastewater treatment and collection systems and/or repairs made by contractors, owners, other agencies and District crews.
- Assists with establishing, tracking, and collecting the annual sewer User Service Charge on the County Tax Roll, or by other means as necessary.
- Represents the District with regulatory groups and business organizations; participates in community and professional groups and committees; acts as District liaison on various inter-agency coordination projects; attends Board meetings.
- Oversees the maintenance of engineering project files and work papers.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of wastewater treatment and collection utility operations, including facilities maintenance.
- Principles and practices of civil engineering as applied to the planning, design, cost estimating, construction, installation, and inspection of a wide variety of wastewater facilities and miscellaneous buildings and facilities.
- Principles and practices of utility asset management.
- Principles and practices of environmental impact assessment and related regulatory processes.
- Methods, materials and techniques used in the construction of public utilities projects.
- Utility contracting and contract management practices in a public agency setting.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Computer applications related to the work, including computer-aided drafting concepts and applications.
- Applicable laws, codes and regulations.
- Sources of information related to engineering theory and practices applicable to wastewater treatment and collections.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations and preparing and presenting effective staff reports.
- Safety hazards and safety precautions related to work assignments.
- Principles and practices of public agency budget development, administration and accountability.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Skill in:

- Planning, organizing and directing an effective engineering services program.
- Conducting complex civil engineering research projects, evaluating alternatives, making sound recommendations and preparing effective technical reports.
- Interpreting, applying, explaining and implementing complex laws, codes, regulations and ordinances.
- Effectively representing the department and the District in meetings with the Board of Directors, governmental agencies, community groups, various business, professional, and regulatory organizations and individuals.
- Providing for the selection, training, professional development, motivation and work evaluation of staff.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Making effective public presentations including technical material to non-technical audiences.
- Managing and maintaining accurate records and files.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establishing and maintaining effective working relationships with employees and those contacted in the course of the work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree with major coursework in civil engineering or a related engineering field and five (5) years of professional engineering in the water/wastewater industry, including experience in a water/wastewater treatment plant, and two (2) years in a supervisory or management position.

License and Certification

- Must possess a valid California class C driver's license and maintain a satisfactory driving record.
- Must possess registration as a Professional Engineer in the State of California.

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle and to visit various District and meeting sites; lift and carry equipment and materials weighing up to 30 lbs; vision to read printed materials and a computer screen; stamina to inspect District construction sites; and hearing and speech to communicate in person, before groups and over the telephone.

Other Requirements:

Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials. Attendance at off-hour meetings and occasional travel may be required. Attendance at Board meetings is required.