



Tuolumne Utilities District
Job Description
DISTRICT ENGINEER

POSITION:	District Engineer	DEPARTMENT:	Engineering
REPORTS TO:	General Manager	FLSA Status:	Exempt
PAY RANGE:	71	DATE PREPARED:	2015
INCUMBENT:			

General Description:

Under general direction of the General Manager, plans, organizes, manages, directs and supervises the engineering operations and functions of the District. Preparation of annual engineering budget, development of a Capitol improvement budget, development of District engineering standards, coordination with professional engineering consultants, approval of plans and specifications by consultants. Makes presentations to the Board of Directors.

Supervision:

As Department Head of the Engineering Department, exercises direct supervision over professional, technical and clerical engineering staff.

Essential Functions: - *Essential responsibilities and duties may include, but are not limited to, the following:*

- ♦ Directs and coordinates the planning, design, and construction of water and wastewater facilities.
- ♦ Develops and administers the annual engineering budget.
- ♦ Develops the capital improvement budget for major construction projects and development of District facilities.
- ♦ Provides consultation for Board members and District management regarding engineering issues and problems.
- ♦ Oversees the development of engineering plans and specifications, including the establishment of general District engineering standards.
- ♦ Evaluates and approves design changes, specifications, and drawing releases.
- ♦ Responsible for coordination of District projects with professional engineering consultants, including the approval of plans and specifications developed by consultants.
- ♦ Resolves problems of facility location, construction, maintenance, and related functions.
- ♦ Develops and directs the implementation of goals, objectives, and procedures for the department.
- ♦ Directs the preparation and review a variety of engineering reports and technical analyses.
- ♦ Represents the District in coordination with other utilities, regulatory agencies,

governmental bodies, planning agencies, trade and professional associations, technical groups, and developers.

- ♦ Provides assistance on the development of bids, contracts, and other matters related to engineering functions.
- ♦ Coordinates the progress, inspection, and proper completion of major construction projects.
- ♦ Prepares correspondence related to engineering functions.
- ♦ Represents the District at meetings and conferences as delegated.
- ♦ Provides support to the General Manager in making presentations regarding engineering issues to the Board of Directors.
- ♦ Interviews job applicants and presents hiring recommendations to the General Manager in accordance with District personnel policies and procedures

Qualification Requirements:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- ♦ Principles and practices of civil engineering with particular emphasis on the design and construction of water development, treatment, and distribution, and wastewater collection, treatment, and disposal.
- ♦ Principles of engineering economics and their practical application to water development, water distribution, and wastewater treatment projects.
- ♦ Federal, state, regional and local laws, policies, regulations and guidelines regarding water rights, water quality, water development, wastewater management and environmental assessment.
- ♦ CEQA and other federal, state, and local regulations impacting water and wastewater operations and permitting requirements.
- ♦ Public finance, budget development and fiscal controls, and capital improvement fiscal planning.
- ♦ Contract development and administration.
- ♦ Principles and practices of water supply development, chemical and biological aspects of water quality, and local water problems, including their relationships to federal, state and regional plans.
- ♦ Principles of organizational management, planning, staffing, supervision, and employee development.
- ♦ Operation and application of Microsoft word processing and spreadsheet software applications.

- ♦ Safe work methods and safety precautions as related to the job.

Ability to:

- ♦ Plan, organize, manage, and develop District engineering functions
- ♦ Prepare and carry out personnel, budgeting, and training activities as they relate to District engineering staff.
- ♦ Coordinate District engineering functions with District activities and services.
- ♦ Develop long-range capital improvement plans.
- ♦ Prepare and monitor budgets.
- ♦ Oversee the development of plans, specifications, and District engineering standards.
- ♦ Insure proper completion and inspection of major construction projects.
- ♦ Direct the preparation and review of engineering studies and reports.
- ♦ Use Microsoft word processing and spreadsheet software applications and other software applications related to engineering analysis and functions.
- ♦ Effectively represent the District's engineering functions with the public, other government agencies, contractors, developers, and professional engineering consultants.
- ♦ Establish and maintain cooperative and effective working relationships with those contacted in the course of the work.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to display verbal skills to effectively interface with other staff members, the public, other public agencies, contractors and developers; maintain the capacity to sit at a computer for extended periods of time; walk, climb and negotiate uneven terrain; climb, ascend and descend steps and embankments; file and retrieve large maps from map file, requiring stooping, bending and reaching; ability to lift, push, pull and carry up to 25 lbs.; use hands and fingers to handle, or feel objects and equipment; and drive a vehicle in all weather conditions.

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

Work Environment:

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Outside: Occasionally drives a vehicle and performs assigned duties in a variety of weather

conditions ranging from snow to 100°+F.

Inside: The majority of the job activities are performed indoors in a temperature-controlled environment.

Fumes/Gasses: Occasional exposure to various vapors from internal combustion engines.

Noise/Vibration: Minimal exposure to noise generated from the operation of office equipment.

Other Requirements:

Education/Certification:

- Graduation from an accredited college or university with a B.S. and/or M.S. degree in Civil Engineering or related field.
- Registered Civil Engineer by the State of California and be in good standing.
- Possession of a valid California driver's license, have a satisfactory driving record, and be insurable by the District to operate District vehicles.

Experience:

- A minimum of ten years of progressively responsible professional engineering experience, two years of which must have been in a responsible capacity involving water and wastewater systems, in planning and design, or acting as a resident engineer.
- Three years of administrative experience acting in a responsible supervisory role is preferred.