

EL DORADO IRRIGATION DISTRICT
Class Specification

CLASS TITLE: Director of Engineering

DEFINITION

Under policy direction, the Director of Engineering plans, organizes, directs and reviews the activities and operations of the Engineering Department including complex projects related to water, wastewater, and hydroelectric generation systems; serves as District Engineer; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the General Manager.

DISTINGUISHING CHARACTERISTICS

This is a single-position executive management classification. The Director of Engineering duties are administrative/managerial and highly complex in nature, involving highly technical functions. The incumbent has broad management authority for the day-to-day operations of the Engineering Department, as well as functional authority/responsibility for overseeing numerous complex engineering projects and studies. This is an at-will position under contract with the General Manager.

SUPERVISION RECEIVED AND EXERCISED

Policy direction is provided by the General Manager. Responsibilities include broad management authority over a large and diverse group of supervisory, professional, technical, and support positions whose incumbents perform the full range of engineering activities.

EXAMPLES OF ESSENTIAL DUTIES: *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

Develops, plans and implements Department goals and objectives; recommends and administers policies and procedures.

Coordinates Department activities with those of other departments and outside agencies and organizations; provides staff assistance to the General Manager and Board of Directors; prepares and presents staff reports and other necessary correspondence.

Directs, oversees and participates in the development of the Department's work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.

Supervises and participates in the development and administration of the Engineering Department budget; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements mid-year adjustments.

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Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the Department.

Directs, plans, and oversees the design, construction and implementation of complex water, wastewater and hydroelectric projects.

Directs and oversees the preparation and administration of the capital improvement budget including preparation of cost estimates for budget recommendation; administers approved CIP budgets.

Secures and manages the services of contractors and consultants in the performance of engineering studies and projects.

Represents the Department to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.

Researches and prepares technical and administrative reports and studies; prepares written correspondence as necessary.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of engineering including, planning, design, cost estimating, construction, operation and inspection of a wide variety of water, wastewater, and hydroelectric generation projects. Principles and practices of project management. Principles and practices of leadership, motivation, team building and conflict resolution. Pertinent local, State and Federal laws, rules and regulations. Organizational and management practices as applied to the analysis and evaluation of programs. Principles and practices of organization, administration and personnel management. Principles and practices of budget preparation and administration.

Skill/Ability to:

Plan, direct and control the administration and operations of the Engineering Department. Effectively manage the work of consultants and contractors. Prepare and administer department budgets. Develop and implement department policies and procedures. Supervise, train and evaluate assigned personnel. Gain cooperation through discussion and persuasion. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Accurately evaluate the results of engineering investigations and studies. Review studies, cost estimates, designs, plans, and specifications with conformance to District standards, engineering practices, and effective operation. Interpret and apply District and department policies, procedures, rules and regulations. Communicate clearly and concisely, both

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orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work. On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various personnel rules; and explain and interpret policy. On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Experience and/or Education:

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

Experience:

Eight years of supervisory or higher-level experience that involved professional engineering duties; including three years in a management capacity.

Education:

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

Substitutions:

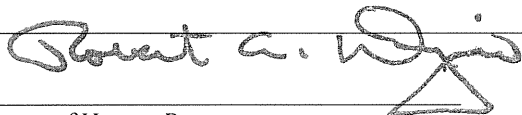
Master's degree in one of the above educational fields may substitute for one year of the required supervisory (not management) experience.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Possession of a current certificate of registration as a Professional Civil Engineer in California.

	<u>5/26/10</u>
Director of Human Resources	Date
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