

**EL DORADO IRRIGATION DISTRICT**  
**Class Specification**

**CLASS TITLE: Supervising Civil Engineer**

**DEFINITION**

Under general direction plans, organizes, directs and coordinates the activities of an assigned Engineering section, including those of Development Services, within the Engineering Department, and performs a variety of technical tasks relative to assigned area of responsibility.

**DISTINGUISHING CHARACTERISTICS**

The Supervisor level recognizes positions that perform full supervisory responsibilities for a section as identified by the District, including planning, assigning and evaluating the work of subordinates and are responsible for a program area within a work unit or department.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Director of Engineering. Exercises direct supervision over assigned professional, technical and administrative support personnel.

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

Plans, reviews, approves and ensures technical drawings and specifications for design projects are prepared according to project and District requirements and standards. Assists Department Director with the development and implementation of divisional goals, objectives, policies and procedures.

Plans, organizes and directs development service activities, which include financial and contractual activities in connection with the review and approval of new service requests, provide professional services to developer, engineer and contractor customers as well as those customers requiring specialized information on their existing accounts. Activities within the development services include processing requests for new service for water, wastewater and recycled water, developer billing, annexation, record keeping, and customer relations activities.

Plans, organizes and directs engineering service activities, which include planning, design, and construction efforts for District capital improvement projects.

Develops schedules and methods to accomplish assignments, ensuring work is completed in a timely and efficient manner.

## **CLASS TITLE: Supervising Civil Engineer**

Recommends to the Department Director the appointment of personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures as required; maintains discipline and high standards necessary for the efficient and professional operation of the work unit.

Confers with developers and engineers for review and approval of proposed commercial and residential development plans.

Oversees the review of and approves facility improvement letters, facility plan reports, and developer plans for new water, wastewater and recycled water facilities; negotiates responsibilities for costs of facilities and reimbursement agreements with developers.

Performs plan check and approval of drawings submitted for commercial and residential development to ensure conformance with specification and standards.

Serves as project manager for capital improvement projects including the development of Requests for Qualifications and Requests for Proposals, the development and monitoring of project budgets, management of outside design consulting firms and management of the construction phase.

Provides assistance with the interpretation and development of policies, regulations, and procedures that achieve District objectives regarding development services.

Prepares and makes presentations to the Board of Directors regarding project recommendation, award and updates; meets with regulatory agencies and the public regarding District projects.

Prepares complex engineering studies and reports; coordinates projects with other District departments, divisions, outside agencies, consultants, and developers; prepares District master plans.

Prepares a variety of detailed and complex technical reports, documents, and correspondence; prepares technical specifications; prepares and revises design and construction standards.

Performs the most difficult work related to the performance of professional engineering functions related to District facilities.

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.

## **CLASS TITLE: Supervising Civil Engineer**

### **QUALIFICATIONS**

#### Knowledge of:

Principles and practices of professional engineering as applied to planning, design, cost estimating, construction, installation, operation, inspection, and/or operation of a wide variety of facilities. Principles and practices of leadership, motivation, team building and conflict resolution. Pertinent local, State and Federal rules, regulations and laws. Modern office procedures and computer equipment. Principles and practices of organizational analysis and management. Budgeting procedures and techniques. Principles and practices of supervision, training and personnel management. Sources of civil engineering information including construction materials, local building codes, structural design codes and reference sources. Environmental impact requirements and assessments.

#### Skill/Ability to:

Organize and direct the operations of an assigned work group or unit. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of program goals. Gain cooperation through discussion and persuasion. Interpret and apply District standards and regulations and engineering policies and procedures as well as applicable laws and regulations related to area of supervisory assignment. Apply engineering principles and techniques to the analysis and solution of civil and related engineering problems of considerable importance and complexity. Make recommendations related to existing or anticipated project budgets. Work effectively with a variety of internal and external customers to accomplish goals and objectives; deal firmly and courteously with citizens, developers, consultants, and contractors. Prepare concise and understandable written reports, studies, and other written materials, including requests for qualifications/proposals. Supervise, train and evaluate personnel. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing. Ability to maintain regular and predictable attendance. 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 20 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:

Five years of responsible professional engineering experience performing professional engineering duties; including three years similar to a Senior Civil Engineer with the El Dorado Irrigation District.

**CLASS TITLE: Supervising Civil Engineer**

Education:


Equivalent to a Bachelor's degree from an accredited college or university in engineering or a related field.

**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>04/15/2017</u>
Human Resources Authority	Date
Established: 11/18/2015	
Revised: 04/15/2017	
FLSA: Exempt	
Unit: Non-Safety	