

SILICON VALLEY CLEAN WATER
Job Description
October 2013

Disclaimer – Class descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They cannot include, and not intended to include, every possible activity and task performed by every specific employee.

JOB TITLE: Engineering Director

FLSA: Exempt

Every employee shall serve at the will and pleasure of Silicon Valley Clean Water ("SVCW"). No employee has, or may acquire, a property interest, nor any other kind of interest in, or right to, continuing employment with SVCW. The Manager, upon request of an employee who has been discharged, will review all the circumstances of such discharge.

SUMMARY

Plan, organize, direct and manage the Engineering Division of Silicon Valley Clean Water (SVCW); coordinate and direct the activities of the SVCW Capital Improvement Program; take direction from the Assistant Manager/Authority Engineer in the overall formulation and administration of SVCW programs and activities; supervise and participate in the conduct of complicated engineering, operations and maintenance planning, design, and investigation activities connected with the maintenance, operation, expansion and refurbishment of a system of sanitary treatment and conveyance facilities; perform other duties as required.

Administrative direction is provided by the SVCW Assistant Manager/Authority Engineer or SVCW Manager.

Exercises direct and general supervision over professional and technical personnel in the Engineering Division.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Manage the Engineering Division of SVCW, making independent decisions as necessary.
- Responsible for implementing and managing the SVCW Capital Improvement Program including planning, scheduling, evaluating, negotiating and managing Engineering Division staff, consultants and contractors, coordinating work flow with the Wastewater Department and other Divisions, developing and maintaining budgets and recommending annual updates to the CIP.
- Develop and maintain a detailed and intimate knowledge of the SVCW treatment and conveyance systems; allowing for a strong understanding and ability to explain to others how the systems function and evaluating impacts for presentation to affected divisions and departments.
- Performs a variety of difficult professional engineering and design activities including providing oversight to various capital improvement projects; participates in master planning for facilities; reviews detailed facilities design, including plans, specifications, contract documents and cost estimates and oversees contract administration for capital

projects.

- Responsible for communication of SVCW policies and procedures to division personnel, contractors and consultants.
- Responsible for delegating responsibilities and authorities to various SVCW personnel, consultants and contractors.
- Coordinate work requirements of projects with that of the Wastewater Departments and other Divisions.
- Responsible for administering and implementing all SVCW safety programs, regulations and requirements with employees, contractors and consultants related to CIP and other projects.
- Manage Division personnel matters including programs, evaluations, promotions, transfer, and disciplinary actions.
- Prepare and/or oversee preparation of engineering plans, designs and specifications for the construction of small “in-house” projects for SVCW facilities.
- As required prepare profiles, cut sheets; establish grades; make horizontal and vertical alignments and computations; estimate quantities of materials; calculate sewage flows and line capacity, structural stresses, areas, and survey closures; and/or coordinate the efforts of SVCW engineering personnel and/or contracted consultants performing said work on behalf of SVCW.
- Prepare preliminary and final cost estimates; prepare and check legal descriptions for annexations, deeds, easements and right-of-ways.
- Coordinate and direct all investigations, studies, research, analyses, programs and projects, assigned to or being a responsibility of the Division.
- Represent SVCW at public and professional meetings and conferences; confer with the public and representatives of other agencies.
- Prepare reports and position papers and submit appropriate materials to SVCW management for necessary action.
- Administer the fiscal affairs of the Engineering Division including the preparation of the annual budget and control of expenditures,
- Perform other related duties, as assigned.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Principles and techniques of organization, management, personnel administration, budgeting, cost control, staff development including and understanding the importance of authority, responsibility, accountability, motivation, and delegation.
- Engineering principles and practices as related and applied to design, construction, and operation of wastewater conveyance, treatment and disposal systems and facilities.
- Materials, procedures, and equipment used in construction, operation, and maintenance of wastewater conveyance, treatment and disposal facilities.
- Construction and Project Management principles and practices related to implementation of CIP projects in a municipal setting.
- Capital Improvement Program management, planning, budget and implementation practices.
- Local, regional, state, and federal laws and regulations related to the conveyance, treatment and disposal of wastewater.

Ability to:

- Plan, organize, and direct the work of a comprehensive and complex division.
- Apply engineering principles and techniques to the solution of design, operation, and maintenance problems of substantial technical difficulty.
- Establish and maintain cooperative working relationships in the division and with other departments and divisions of SVCW and with persons and organizations dealing with SVCW.
- Prepare clear and concise reports and specifications.
- Perceive and analyze problems correctly and take effective action.
- Prepare budget and control expenditures.

EDUCATION and/or EXPERIENCE:

Any combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities. A typical way to obtain these would be:

Ten (10) or more years of progressively responsible professional engineering experience including at least six (6) years of which were in a management position with a publicly owned water or wastewater utility, engineering firm, construction firm, environmental related industry, or similar organization.

Equivalent to a Bachelors Degree from an accredited college or university with major coursework in civil, chemical, mechanical, sanitary, or environmental engineering. A Master's degree in Engineering or Business Administration is desirable.

CERTIFICATION and LICENSING:

Possession of a valid Certificate of Registration as a Professional Civil (or other related field) Engineer issued by the California State Board of Registration; Certificate of Registration as a Professional Engineer from another State and the ability to acquire valid Certification as a Professional Engineer in the State of California within one and a half (1.5) years of hire date.

Valid California Class C Driver's License and an acceptable driving record as defined by SVCW's Driving Eligibility Standards.

PHYSICAL DEMANDS:

The physical demands described here 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 sit and required to stand, walk, stoop and crouch. The employee frequently is required to use hands and fingers to handle, or feel; reach with hands and arms; and talk and hear in English. The employee is frequently required to stand and walk. The employee must regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. The employee is frequently required to walk up and down stairs, to climb up and down ladders, and to enter process tanks via manways, hatches, and other limited means of ingress and egress. Employee will occasionally be required to enter permitted and non-permitted confined spaces. The employee will regularly be walking in and through construction zones. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly works in indoor conditions and regularly works near video display. The employee is occasionally exposed to fumes and odors, works at heights, and works with and around machinery having moving parts. The employee is exposed to outside weather conditions and construction zones. The employee uses personal vehicle and occasionally works evenings or on weekends. The noise level in the work environment is usually minimal with occasional exposure to moderate levels.