



# Marina Coast Water District

11 Reservation Road, Marina, CA 93933  
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## DEPUTY GENERAL MANAGER / DISTRICT ENGINEER

### DEFINITION

Under general direction, assists the General Manager in directing and managing the daily activities of administration, long-range planning, engineering, operations, maintenance and finances of the District's water, wastewater, recycled water and conservation activities. Acts on behalf of the District General Manager as directed and as the General Manager in his/her absence. Coordinates and directs the operations of the Engineering Department including, environmental planning, design, construction, permitting, and water conservation programs. Responsible for executing District policies and to support the General Manager in the overall success of the District.

### SUPERVISION RECEIVED AND EXERCISED

Receives managerial direction from the General Manager. Provides administrative direction to professional staff and general direction to administrative support staff. When acting as the Deputy General Manager, provides direction to and coordinates actions of District managers.

### CLASS CHARACTERISTICS

This single-position class requires a professional background with a high level of skill and independent judgment to accomplish departmental planning and operational goals and objectives as well as managing and overseeing the complex and varied functions of the department. The class is distinguished from other management classifications by its responsibility for performing duties related to the Deputy General Manager, and for directing District-wide engineering services.

### EXAMPLES OF DUTIES (Illustrative Only)

- As Deputy General Manager, coordinates selected activities of District managers as directed, represents General Manager to outside agencies as the District, and acts on behalf of the General Manager in his/her absence.
- Develops District Budgets and integrated financial plans, as directed.
- Serves as the Chief Engineer for the District, and manages all engineering activities.
- Acts as a leader and provides direction on the setting of standards for District projects to assure continuity and progress toward overall goals.
- Prepares and presents regular and special reports, information and recommendations to the General Manager and Board of Directors on work program status.
- Assists in providing positive and constructive leadership and management.
- Represents the District in meetings and discussions with employees, customers, the public, governmental officials, regulators, attorneys, environmental groups and contractors in order to promote the District's goals and objectives and resolve issues.

- 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.
- Directs and oversees, work activities, engineering projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- Recommends and administers policies and procedures such as ordinances, procedure guidelines, design standards, and standard plans and specifications while assuring operation and maintenance, financial, regulatory and legal requirements are met.
- Oversees the coordination and management of engineering consultants.
- Conducts capital improvement project planning activities; provides oversight and input into the conceptual design of engineering projects; investigates and resolves problems with scope of work or cost issues of major facility upgrade and replacement projects.
- Provides responsible advice and counsel to the General Manager and department and division managers on a variety of engineering issues.
- Coordinates the preparation of the annual budget request for the Engineering Department; reviews staffing, equipment, and supply needs based upon recent trends and planned activities; monitors expenditures after budget adoption; approves purchase requisitions.
- Conducts engineering studies related to legislation, trends, and complex problems, evaluates alternatives, makes recommendations and prepares reports for the Board of Directors and implements courses of action.

## QUALIFICATIONS

### Knowledge of:

- Principles and practices of water and wastewater utility operations, including water resource supply, recycling, treatment, collection and distribution and facilities maintenance.
- Laws, rules, ordinances, and legislative processes controlling water utility functions, programs and operations.
- Public administration policies and practices including fiscal planning and control, administrative analysis and policy and program development.
- Principles and practices of civil engineering as applied to the planning, design, cost estimating, construction, installation, and inspection of a wide variety of water and wastewater facilities.
- Principles and practices of environmental impact assessment and related regulatory processes.
- Principles and practices of senior management and leadership.
- Principles and practices of financial management, budgeting and risk assessment.
- Methods, materials and techniques used in the construction of public utilities projects.
- Public works 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 water distribution and wastewater 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.

**Skill in:**

- Providing tactful and effective leadership and communication.
- Preparing precise, complex and comprehensive reports, budget projections and other administrative documents.
- 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.
- Coordinating and directing the activities of District managers to achieve specified tasks or goals.
- 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.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Making effective public presentations including technical material to non-technical audiences.
- Managing and maintaining accurate records and files.

**Education:**

Equivalent to graduation from a four-year college or university with major coursework in civil engineering or a related engineering field. Master’s Degree in Public Administration, Management, or Organizational Development preferred.

**Experience:**

Seven years of professional engineering in the water/wastewater industry, including five years in a supervisory or management position preferably in the public sector.

**License and Certification:**

Must possess and maintain a valid California class C driver's license and satisfactory driving record.  
Must possess California State Registration as a Professional Civil Engineer.

**Physical Demands:**

Must possess mobility to work in a standard office setting, to inspect District development and construction sites, and to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.

***FLSA Status: Exempt not eligible for overtime***  
***Bargaining Unit: Unrepresented***