



# Marina Coast Water District

11 Reservation Road, Marina, CA 93933  
(831) 384-6131 | Fax (831) 883-5995

## DISTRICT ENGINEER

### DEFINITION

Under managerial direction, plans, organizes, directs, and reviews the activities and operations of the Engineering Department including long-range and short-range project planning, environmental planning, design, construction, permitting, right of way, and water conservation programs; coordinates departmental activities with other departments and outside agencies; provides highly responsible and complex administrative support to the General Manager; performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives managerial direction from the General Manager. Provides administrative direction to professional staff and general direction to administrative staff.

### 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 position is distinguished from other management classifications by its responsibility for directing District-wide engineering services.

### EXAMPLES OF DUTIES (Illustrative Only)

- 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, oversees, and participates in the engineering program work plan; assigns 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.
- Develops contractual documents for District use and recommends selection of engineering design consultants; 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.
- Coordinates engineering activities with other departments and divisions; provides responsible advice and counsel to the General Manager and department and division managers on a variety of engineering issues.

- Represents the District with regulatory groups and business organizations; participates in community and professional groups and committees; acts as District liaison on various inter-agency coordination projects.
- 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.
- Provides for the selection, training, professional development and work evaluation of department staff; authorizes discipline as required; provides policy guidance and interpretation to staff.
- Oversees the maintenance of engineering project files and work papers.
- 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.
- Researches, acquires, and administers grants for various engineering and water conservation projects.

## QUALIFICATIONS

### Knowledge of:

- Principles and practices of water and wastewater utility operations, including water resource supply, treatment, and facilities maintenance.
  - 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. .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:**

- 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.
- 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:**

Bachelor's Degree from an accredited four-year college or university with major coursework in civil engineering or a related engineering field. Master's Degree desirable.

**Experience:**

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

**License:**

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, 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: Teamsters Local 856***