

## **UTILITIES ENGINEERING MANAGER**

### **DEFINITION**

To manage or participate in a variety of professional civil engineering work in the operation, design, construction, maintenance and repairs of structures and facilities for the City's utilities, including water supply, water distribution, recycled water, storm water, flood risk management, wastewater treatment and wastewater collections activities and to coordinate activities with other divisions or departments.

Serve as the City's Representative for the Woodland-Davis Clean Water Agency (WDCWA) as either General Manager or Operations Manager.

### **SUPERVISION RECEIVED AND EXERCISED**

General direction is provided by the City Engineer or designee. Responsibilities include direct and indirect supervision of professional, technical, operations, and clerical staff. Also provides management and supervision of consultant contracts. Exercises discretion and independent judgment with respect to assigned duties.

### **EXAMPLES OF DUTIES**

The following are typical illustrations of duties encompassed by the job class; not an all-inclusive or limiting list:

### **ESSENTIAL JOB FUNCTIONS**

- Oversee the Utilities Engineering division. Plan, coordinate, and implement activities and projects related to the City's utilities, including water supply, water distribution, water treatment, recycled water, wastewater collections, wastewater treatment, storm water and flood risk management.
- Conduct and implement the most complex and technical engineering studies and projects.
- Keep abreast of changes in regulations and maintain regulatory compliance activities.
- Research, analyze and make recommendations regarding major technical methodologies, practices and problems; research and prepare reports recommending the improvement of services and measures to improve efficiency of operations.
- Plan, develop, and oversee work of staff involved in activities related to assigned areas of responsibility.
- Evaluate operations and activities of assigned areas of responsibility; determine priorities, develop short- and long-range plans, implement improvements and modifications, prepare various reports on operations and activities.
- Manage the water supply portfolio between WDCWA supplied water and City water supplies to meet water quality objectives and ensure adequate short- and long-term supply.

- Engage with and provide information to the public. Investigate complaints and recommend corrective action, as necessary.
- Select, train, evaluate and discipline assigned staff
- Administer WDCWA as either the General Manager or Operations Manager, as assigned. This includes serving as staff to the Board of Directors, managing WDCWA staff, consultants and facilities, preparing budgets, managing water rights and supplemental water supplies, coordinating with WDCWA partners, overseeing operations including the primary design-build-operate (DBO) contract, operations, and water treatment regulations compliance and reporting.
- Regular, predictable, consistent and timely attendance is an essential function of the position, in that Employee must be present to work to complete assigned tasks.

## **OTHER JOB FUNCTIONS**

- Interpret and apply relevant codes, ordinances, rules and regulations.
- Ensure compliance with CEQA, the Public Contract Code, and all applicable State, Federal and local regulations and standards related to assigned areas of responsibility.
- Stamp plans for in-house design work related to assigned area of responsibility.
- Check plans for accuracy, suitability and completeness. Direct revisions as necessary.
- Conduct special engineering studies relative to assigned areas of responsibility; prepare appropriate reports and analysis.
- Manage development of infrastructure master plans.
- Prepare and present general correspondence, technical, statistical and Board/Council reports.
- Supervise, train, mentor and evaluate assigned staff.
- Serve as staff support to a variety of City, County, regional and external commissions, boards and committees.
- Build and maintain positive working relationships with coworkers, City employees, other public agencies and members of the public using principles of good customer service.
- Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of professional engineering related to assigned functions of the City's utilities, which may include water supply, water distribution, water treatment, recycled water, wastewater collections, wastewater treatment, storm water and flood risk management.
- Applicable local, State and Federal regulations, rules, codes, laws, ordinances, policies and standards.
- Methods, materials and techniques used in planning, design, construction, maintenance, operations and rehabilitation of a variety of treatment plants, recycled water, waste/sewer/storm facilities including pipelines, wells, pump stations and flood control facilities.
- Municipal utility service management, operations and maintenance practices and principles.
- Principles and practices of research analysis and management.

- Budget preparation and expenditure monitoring and control.
- Principles and practices of public sector contract administration and capital project management.
- Modern office procedures and standard computer equipment, software and specialized engineering software related to specific department operations.
- Principles and practices of management, supervision, leadership, motivation, team building and conflict resolution.

**Skill to:**

- Plan, coordinate and prioritize a variety of programs and projects.
- Analyze complex technical and administrative methodologies, practices and problems. Evaluate alternatives and implement creative and sound solutions.
- Manage, direct, coordinate and evaluate the work of professional and technical personnel.
- Prepare and present clear, concise and competent reports, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the performance of duties.

**Ability to:**

- Train and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Prepare comprehensive narrative and statistical reports.
- Maintain a variety of reports and files related to assigned activities.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned software.

**Minimum Education and Experience:**

**Education:**

Bachelor's Degree from an accredited college or university with major course work in civil engineering.

**Experience:**

Six (6) years of increasingly responsible and varied civil engineering experience including significant supervisory responsibilities with at least three (3) years' experience specifically related to water supply, water distribution, water treatment, recycled water, wastewater treatment, storm water, flood and wastewater collection.

**License or Certificates:**

Possession of a valid certificate of registration as a Professional Civil Engineer in the State of California and possession of a valid California Driver's License, required upon hire

**ADA COMPLIANCE**

**Physical Ability:** Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

**Heavy Work:** Exerting in excess of 25 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.

**OTHER REQUIREMENTS**

**Sensory Requirements:** Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

**Environmental Factors:** May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, workspace restrictions, intense noises, and environmental dangers.