

ENGINEERING MANAGER

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

Under general direction, directs, manages, supervises, and coordinates the activities and operations of an assigned engineering division; determines engineering and technical objectives and program priorities; ensures regulatory compliance; coordinates assigned activities with other units, groups, and outside agencies; provides highly responsible and complex managerial support to the Department Director; and performs duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Department Director. Exercises direct supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a management classification responsible for managing a division in the Engineering or Operations and Maintenance Department. This classification is responsible for developing and implementing policies and procedures for assigned division, short- and long-term planning, budget administration and reporting, and coordination of key programs/projects with other OC San divisions, departments, and external agencies. Positions apply advanced management principles and strategic thinking to decisions that impact the organization as a whole and the public being served and generally serve as advisors and contributors to executive management on policies, procedures, and major OC San initiatives.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices.

- Assumes management responsibility for engineering services and activities of assigned division, including long-term planning and design of wastewater treatment facilities and systems, installation, monitoring, and maintenance of equipment and systems, and management of capital project design, construction, and regulatory and budgeting compliance.
- Manages and participates in the development and implementation of goals, objectives, policies, standards, and priorities for assigned programs; recommends and administers policies and procedures; serves as a technical resource in reviewing and approving exceptions to policy.
- Develops, approves, and ensures implementation of master plans, continuous improvement strategies, best practices, engineering standards, and quality assurance/quality control (QA/QC) practices and procedures.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; optimizes organizational structure and staffing levels by monitoring effectiveness of work performed, reviewing business practices and performance metrics; recommends, within departmental policy, appropriate service and staffing levels.

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff; selects, trains, and motivates staff; provides policy and procedural guidance and interpretation; evaluates performance, works with employees on performance issues and training and development, and implements discipline and termination procedures.
- Oversees and participates in the development and administration of the division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
- Develops and manages requests for proposals for professional and/or contracted services; prepares contract specifications and scopes of work; evaluates proposals and recommends award; negotiates contracts; establishes schedule and performance criteria; administers contracts, supervises the work of consultants, and ensures compliance with OC San specifications and service quality and regulatory requirements; negotiates claims and disputes with contractors and consultants; approves invoices within signature authority.
- Participates in the development and implementation of OC San's capital projects budgets; assesses OC San's long-term infrastructure needs and estimates future project costs; manages construction project budgets, controls costs, and forecasts cash flow; reviews and approves project change orders.
- Reviews technical drawings and specifications for design projects; ensures design documents are prepared according to project requirements.
- Ensures OC San's compliance with federal, state, and local laws, codes, and regulations, including Environmental Protection Agency (EPA) requirements; reviews plans; inspects and audits construction and operations; develops and implements test plans; provides training; maintains all applicable data.
- Provides responsible staff assistance to the Department Director; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to engineering and construction programs, policies, and procedures as appropriate.
- Advocates for, reviews, tracks, and implements new air quality rules and regulatory developments.
- Develops and manages objectives and standards for planning and design projects; ensures projects are constructed in accordance with requirements, codes, and standards.
- Develops master plans and short-term strategies and provides technical support to minimize and mitigate the impact of odors on the community.
- Advocates for the safety of staff, construction contractors, and consultants working on projects by determining contractor safety criteria and procedures, developing a safety culture within the construction staff and working with Risk Management to ensure compliance with OC San's safety policies.
- Serves as the liaison and spokesperson for the division with other divisions, departments, outside agencies, and the public; negotiates and resolves sensitive and controversial issues; manages public outreach programs.
- Serves as staff on a variety of boards, commissions, and committees; makes presentations to OC San staff, the Board of Directors, governing bodies of other public agencies, regulatory agencies, and the public concerning engineering programs and projects.
- Prepares reports, guidance documents, memoranda, and related correspondence.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of engineering.
- Assumes management responsibility for the operation of the department in the absence of the Department Director.
- Responds to inquiries in a courteous manner; provides information within the area of assignment; and resolves complaints in an efficient and timely manner.
- Ensures OC San's safety and health programs are implemented and carried out in the assigned division(s).
- Performs duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Operations, characteristics, services, and activities of a comprehensive engineering program.
- Modern and advanced principles and practices of civil, electrical, mechanical, environmental, structural, safety, and/or control systems engineering.
- Construction, maintenance, and operating characteristics of wastewater treatment facilities, systems, and programs.
- Advanced principles and practices of construction and project management.
- Principles and practices of budget and contract preparation and administration.
- Applicable federal, state, and local laws, codes, and ordinances relevant to area(s) of responsibility.
- Techniques for effectively representing OC San in contacts with governmental agencies, community groups, various business, professional, educational, regulatory, and legislative organizations.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Current equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for assigned engineering division.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively and evaluate performance in an objective and positive manner.
- Prepare and administer budgets; allocate limited resources in a cost-effective manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Respond to and investigate inquiries and complaints and prepare an appropriate response; effectively resolve conflict within assigned area of responsibility, negotiate and resolve complex issues.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of division and department goals and objectives.
- Conduct research, analyze, interpret data, draw conclusions, and summarize and present information, reports, and data in an effective manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and OC San in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Prepare or direct the preparation of clear and concise reports, correspondence, and other written material.
- Operate a motor vehicle and travel to OC San sites, projects, and/or meetings.
- Independently organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy, legal, and procedural guidelines.

- Comply with safe work practices and procedures in the workplace.
- Provide a high level of customer service by effectively dealing with the public, vendors, contractors, and OC San staff.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OC San.

1. Bachelor's degree from a college or university accredited by the U.S. Department of Education, with major coursework in engineering, construction management, or a related field.
2. Eight (8) years of increasingly responsible work experience in engineering, including two (2) years of progressively more responsible experience as project or technical lead or supervisory experience.

Licenses and/or Certifications:

- Must possess a valid California Class C Driver's License.
- Must possess a valid registration as a professional engineer (P.E.) in the State of California.

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

- Mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various OC San sites, projects, and/or meetings; primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 35 pounds.
- Mobility to work in changing site conditions; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders.
- Vision to read printed materials and a computer screen.
- Vision to inspect site conditions and work in progress.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.
- Field work requiring frequent walking in operational areas to identify problems or hazards with exposure to hazardous materials in some site locations.

ENVIRONMENTAL ELEMENTS

- Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- May work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, and vibration.

- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OTHER REQUIREMENTS

- Probationary Period: All OC San employees, except classifications considered “at-will”, are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, policies, and/or resolutions. Employees who have not yet successfully completed their initial probationary period serve “at-will” and may be released from employment without cause or recourse to any appeal or grievance procedures.
- Pre-Employment: All employment offers are contingent upon successful completion of OC San’s pre-employment process, which includes a background investigation, a physical examination, and a drug screen.
- Work Location Assignment: Employees will be assigned to a work location based on business needs which may be located at any/all of OC San locations; this work location may be changed at any time.