

ENGINEERING SUPERVISOR

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, supervises, assigns, reviews, and participates in the work of staff responsible for engineering planning and design, construction and capital projects management, treatment process and collections system performance, automation system design and maintenance, and wastewater discharge permitting and enforcement; coordinates assigned activities with other divisions, departments, and outside agencies; assists management in determining technical objectives; ensures work quality and adherence to established policies and procedures; performs the most technical and complex tasks relative to assigned areas of responsibility; and performs duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned managerial staff. Exercises direct and general supervision over assigned professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This classification is the supervisory level class within the professional engineering series exercising independent judgment on diverse and specialized engineering functions, programs, and projects with significant accountability and ongoing decision-making responsibilities associated with the work. Positions are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and providing support to assigned management staff in a variety of areas. This class is distinguished from the Engineering Manager in that the latter has full management authority in planning, organizing, and directing the full scope of functions, programs, and projects of assigned division within the department.

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.

- Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff performing professional and technical engineering duties in area of assignment, including engineering planning and design, construction and engineering projects management, treatment process and collection system performance, automation systems design and maintenance, and wastewater discharge permitting and enforcement.
- Provides leadership, guidance, and training to less experienced staff; promotes individual growth and development in the performance of work assignments in areas of responsibility.
- Establishes schedules and methods for providing assigned services and activities; identifies resource needs; reviews need with appropriate management staff; allocates resources accordingly.

- Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; makes recommendations for changes and improvements to existing standards and procedures.
- Recommends and assists in the implementation of goals and objectives; identifies operational issues and develops strategies for resolution; implements approved policies and procedures.
- Participates in the selection of staff; evaluates employee performance; works with employees to correct deficiencies; implements discipline procedures.
- Participates in the preparation and administration of assigned program budget; submits budget recommendations; monitors expenditures.
- Supervises and assembles project teams for planning, design, and construction of projects; confers with project staff to provide technical advice, outline work plan, and assign tasks and resources; establishes project milestones; ensures projects progress on schedule within prescribed budget, and with acceptable quality; conducts project team meetings to ensure adequate communication of project status.
- Provides technical engineering advice regarding wastewater operations and maintenance, collections, hydraulics, odor control, chemical and energy usage, capital improvement program (CIP) management, and process control.
- Oversees issuance and renewal of industrial wastewater discharge permits to industrial facilities; evaluates permit applications and design drawings; monitors discharge through routine and downstream sampling results review and evaluation; finalizes permit requirements and ensures compliance through enforcement of permit provisions and discharge limits.
- Oversees compliance with OC San's wastewater ordinance and pretreatment interagency agreements.
- Interfaces with senior management, the Board of Directors, peers, project staff, consultants, customers, and users as necessary in coordinating a variety of engineering programs and projects; informs stakeholders of overall project status and possible outcomes.
- Oversees preparation of a variety of project reports for the Board of Directors, management, and regulatory agencies; presents findings and recommendations as necessary.
- 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; approves invoices within signature authority.
- Provides technical input and direction in the interpretation of facility construction contract documents, resolution on contract issues, quality control, progress payments to the contractors, and submittals for material and equipment conformance to design specifications and plans.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of engineering; researches emerging products and enhancements and their applicability to OC San needs.
- Ensures compliance with all safety program rules, procedures, and protocols; ensures subordinates follow safety policies in work methods and procedures; enforces proper safety precautions while working in dangerous situations; educates employees on rules, regulations, safe work habits and potential hazards presented by their work environment.
- Performs duties as assigned.

QUALIFICATIONS

Knowledge of:

- 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.
- Advanced principles and applications of critical thinking and analysis.
- Methods and techniques of conflict resolution and negotiation.

- 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 engineering project program development, administration, and accountability.
- Principles and practices of budget and contract development, administration, and accountability.
- Applicable federal, state, and local laws, codes, and ordinances relevant to area(s) of responsibility.
- Principles and procedures of record keeping and reporting.
- Techniques for effectively representing OC San in contacts with governmental agencies, community groups, and 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:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Effectively communicate, negotiate, resolve conflict, and influence behavior at all levels both internally and externally.
- Apply critical thinking and analysis to a broad range of situations and decision-making.
- Oversee administration of various engineering programs and projects.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Effectively represent the department and OC San in meetings with governmental agencies, community groups, various business, professional, regulatory organizations, and in meetings with individuals.
- Operate a motor vehicle and travel to various OC San sites, project, and/or meetings.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- 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 or a related field.
2. Eight (8) years of progressively responsible professional engineering work experience, which may include two (2) years of 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 is needed 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, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants.
- 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.