



## ROWLAND WATER DISTRICT

### ENGINEERING AND COMPLIANCE MANAGER

#### **Definition**

Reporting to the Director of Operations, the Engineering and Compliance Manager plans, organizes, manages, directs, and oversees the engineering operations and compliance functions of the District. The Engineering and Compliance Manager is a managerial position distinguished by the position's responsibility for exercising a wide latitude of independent decision making and responsibilities for essential District functions.

#### **Example of Duties**

The following are duties performed by employees in this class. Duties listed are not meant to be all-inclusive. Other duties may be required as assigned.

- Manages objectives, policies and work standards for the District's engineering activities; directs, develops and participates in the preparation of programs, projects and reports relating to the District's goals.
- Provides technical information and policy guidance on engineering matters to the Director of Operations, Assistant General Manager, General Manager and Board of Directors; coordinates and manages design and construction activities; evaluates and approves contract construction work.
- Prepares and/or directs the preparation of engineering and water quality studies, analyses, and reports.
- Ensures compliance with Federal, State and County codes and regulations; stays abreast of new trends in the field of design engineering, project management, water treatment, supply and distribution operations.
- Serves as liaison to regulatory agencies in connection with interpretation of laws, regulations, rules and ordinances and environmental protection program implementation; performs technical computations; and prepares permit applications and regulatory reports required to operate the District's water production, treatment and distribution facilities.
- Plans and administers the District's capital improvement program, assists with the selection of consultants, project bidding and management and in the development of grant funding or other funding by outside agencies or organizations; evaluates alternative courses of action and makes recommendations regarding engineering activities and works closely with operations and distribution regarding the District's capital improvement projects.
- Maintains, composes and administers all documents related to public contracts and projects (notice to proceed, certified payrolls, daily inspection logs, notice of completion, and CEQA filings).
- Administers the District's Safety Programs.

- Assists with the administration of the District's Property, Liability and Worker's Compensation Insurance Programs.
- Develops work standards, emergency plans, and development/capacity fee reports.
- Manages/Supervises assigned staff to accomplish projects and objectives.
- Represents the District in inter-agency, industry association, community and professional meetings and conferences to ensure District interests are communicated on issues of concern to District.
- Routinely makes presentations regarding engineering, construction, and water quality issues to the Board of Directors and other organizations.
- Develops, implements and evaluates preventive maintenance programs associated with the District's potable and recycled water pumping and storage systems.
- Carries out tasks assigned by the Director of Operations.

### **OTHER DUTIES**

- Prepares the annual Consumer Confidence Report.
- Updates and maintains District's GIS mapping and asset allocation system.
- Manages and oversees construction inspection activities for water related construction projects.
- Attends Board of Director meetings as directed by the General Manager.
- Serves as a liaison with vendors and contractors.
- Communicates with customers, face-to-face and via the telephone, to discuss and resolve problems and concerns.
- Performs other duties as assigned.

### **JOB STANDARDS /SPECIFICATIONS**

#### Knowledge of:

- Civil engineering principles and practices related to administration, planning, design, construction and operation of water supply, storage, transmission and distribution systems and facilities.
- Principles of management, administration, finance, and controls in a utility organization.
- Water production, treatment, and distribution systems including their design, operation, maintenance, equipment, and related material.
- Engineering economics and construction project management.
- Pertinent Federal, State, and local laws and regulations.
- State, County, City, Utility and Department organizational relationships.
- Personal computers and engineering related software applications including Auto CAD and GIS.
- Engineering project administration procedures and practices.
- Engineering maps and records; and symbols used on maps, plans and blueprints.
- Safety standards and regulations applicable to the water utility industry.

#### Ability to:

- Draft maps, plans, charts, graphs and technical drawings in Auto CAD, ink or pencil, as required.

- Accurately perform moderately complex drafting, engineering designs, estimates and computations.
- Apply direct engineering principles and practices to the solution of specific engineering problems for the District.
- Interpret and analyze technical information, make independent judgments, and implement recommendations through subordinate staff.
- Plan, organize, administer, coordinate, and direct the activities of multiple engineering related functions.
- Exercise tact and deal effectively with co-workers, officials and representatives of other jurisdictions, departments, and the general public.
- Perform technical research and provide reliable advice on engineering problems or projects.
- Communicate clearly and concisely, both orally and in writing.
- Operate a vehicle observing legal and defensive driving practices.
- Operate standard office equipment, personal computers, Internet, Microsoft Office software products, and engineering related software including Auto CAD and GIS.
- Prepare and check complete maps, estimates and materials of assigned projects.
- Keep accurate construction records and prepare required reports.
- Complete inspections ensuring compliance with District standards.
- Locate and mark facilities in the field.
- Observe proper safety precautions.
- Respond to emergency call-out and work independently with limited supervision.
- Stand, climb, walk, lift, bend, pull and/or push, grasp, reach, stoop and crouch, sit, type, read, write, speak, determine color and listen for extended periods of time.

#### **TYPICAL PHYSICAL ACTIVITIES**

- Work at a desk for an extended period of time.
- Travel by automobile in conducting District business.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds.
- Stoop, kneel, crouch, crawl, and climb during field inspection work.
- At times may work in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Communicate orally with District staff in face-to-face, one-on-one settings.
- Regular use of a telephone and radio for communication.
- Use of office equipment such as computer terminals and copiers.
- Hearing and vision within normal ranges with or without correction.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Work in inclement weather and environments exposed to heat, noise, dust and dirt.

#### **EDUCATION AND EXPERIENCE**

Experience: Five years of experience in performing complex/technical tasks in the areas of engineering, water quality and compliance.

Training/Education: Bachelor of Science degree (B.S.) from an accredited college or university with major course work in civil engineering or a related field; Master's degree in a similar field is desirable.

## **LICENSE, CERTIFICATE, REGISTRATION, REQUIREMENTS**

Possession of a Grade II Water Treatment Operator certificate issued by the State Water Resources Control Board – is desired.

Possession of a Grade II Water Distribution Operator certificate issued by the State Water Resources Control Board - is desired.

### **Special Requirements**

Possession of a valid California Driver’s License (Class C) issued by the State Department of Motor Vehicles. Proof of a good driving record free of multiple or serious traffic violations or accidents for at least two (2) years’ duration. The driving record will not contribute to an increase in the District’s automobile liability insurance rates.

Required to pass a physical examination which includes an initial drug screening with subsequent random fit-to-work evaluations. The District will also conduct a comprehensive pre- employment background investigation.

Successfully complete a six (6) month probationary period.

### **Fair Labor Standards Act**

For the purposes of the Fair Labor Standards Act, this position shall be considered a General Employee Unit, “exempt” position.

### **Equal Opportunity Employer**

*Rowland Water District is an equal opportunity employer and does not discriminate in hiring, training, promotion, compensation or terms of employment on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status or sex.*

### **Americans With Disabilities Act**

*The District will make such reasonable accommodation to enable persons with disabilities to fulfill the requirements of the position in accordance with the Americans With Disabilities Act of 1990.*

*Job Descriptions only present a descriptive summary of the range of duties and responsibilities for the specified position. Therefore, Job Descriptions **may not include all** duties performed by individuals holding the position. In addition, job descriptions are intended to outline the **minimum** qualifications necessary for entry into the position and do not necessarily convey the qualifications of incumbents within the position. Job Descriptions shall be periodically reviewed and updated by the General Manager.*