

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## DISTRICT ENGINEER

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DEPARTMENT: ADMINISTRATION

FLSA OVERTIME STATUS: EXEMPT

BARGAINING UNIT: N/A

APPROVED BY BOARD OF DIRECTORS - 02/16/05

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**SUMMARY:** Plan, organize, coordinate, and direct the planning and engineering activities of the District; to provide professional engineering consultation to District administrators; and to perform other related work as required.

**SUPERVISION:** Receives general supervision from the General Manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Plans, organizes, directs, coordinates and supervises the planning and engineering functions of the District, including the design, construction, alteration, and maintenance of all works and field operations of water and wastewater systems, treatment facilities and related structures;
- coordinates activities of sub-contractors, assuring high quality, timely designs, reports, and project management;
- provides supervision, training and evaluation of professional and technical staff;
- develops plans, designs, specifications, cost estimates, and engineering standards for construction and improvement projects;
- supervises and reviews plans, estimates, specifications, bids and contracts for major projects; confers with staff and consulting engineers about engineering problems; acts as a technical advisor to the Board of Directors; develops engineering and financial studies pertaining to all aspects of the District's operations;
- develops budgets and controls expenditures, including capital improvement plans; prepares the annual budgets for the engineering department;
- conducts engineering research work and solves complex engineering problems utilizing a variety of engineering techniques;

- plans and supervises the formulation of long range programs for public improvements;
- oversees construction inspection;
- analyze operations, initiates improvements and responds to District growth;
- resolves contractor disputes; provides testimony as an expert witness in cases of litigation;
- attends meetings of the District Board of Directors; prepares detailed staff reports and makes presentations to the Board;
- directs the research and compilation of comprehensive technical reports;
- provides technical support to the General Manager on matters of policy formulation and engineering functions;
- deals tactfully and courteously with the public, contractors, and representatives of other agencies in representing the District regarding engineering functions and District programs;
- negotiates for consulting or construction services and makes recommendations to the Board of Directors;

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Development of engineering designs, construction standards and specifications. Cost estimating and contract administration. Technical report writing. Budget development and expenditure control, including development of capital improvement plans. Principles of organization and management. Principles of supervision, training, and effective personnel management. District administrative practices including preparation of agendas, resolutions and ordinances.

**EDUCATION AND/OR EXPERIENCE:**

Any combination of training and experience which would provide the required knowledge and ability is qualifying. A typical way to obtain the requisite knowledge and ability would be:

Minimum Education: High School diploma and/or equivalent.

Education: Graduation from an accredited four year college or university with a major in Civil Engineering or a closely related field; *or*

Five years of progressively responsible level engineering experience including two years of experience in water and wastewater design and construction.

Experience in a management or supervisory capacity over other engineering staff is highly desirable.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license and compliance with established district vehicle operation standards are a condition of continuing employment.

Possession of a valid certificate of registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts; in high, precarious places; and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet.