

**JOB DESCRIPTION**  
**Assistant General Manager of Engineering**  
**Code Number: 02005**

**GENERAL PURPOSE**

Under policy direction from the General Manager, plans, organizes, integrates, directs, manages and evaluates the activities, operations, and services of the Engineering Branch; directs and manages the development of short- and long-term goals and objectives consistent with the Strategic Plan and annual business plan and ensures their effective execution; ensures all assigned operations and functions serve the needs of the District, while complying with applicable laws and regulations; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This single position class is responsible for managing and integrating a wide variety of functions, programs and staff engaged in the engineering and new business activities associated with the District's water production, wastewater collection and distribution systems/facilities. Within assigned areas of accountability, the incumbent operates with substantial latitude and discretion to achieve effective and efficient utilization of resources in serving the District's constituencies and rate payers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Plans, organizes, controls, integrates and evaluates the work of assigned departments to ensure services comply with the policies and strategic direction set by the General Manager, Board of Directors and all applicable laws and regulations; with assigned department heads, develops, implements and monitors short and long-term plans, goals and objectives focused on achieving the District's mission, Strategic Plan and Board priorities; directs the development of assigned department operating and capital improvement budgets; monitors implementation of adopted budgets; directs the development, implementation and evaluation of plans, programs, projects, policies, systems, and procedures to achieve short- and long-

term District-wide goals, objectives and work standards within assigned areas of accountability.

Plans and evaluates performance of assigned managers and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's personnel rules, policies and labor contract provisions where applicable.

Provides leadership and works with assigned management team to develop and retain highly competent, customer-service oriented staff through selection, compensation, training and day-to-day management practices which support the District's mission, strategic plan, objectives and values.

Directs and coordinates the implementation of a variety of District projects, relating to current and long-range District capital improvement and facilities expansion needs; plans, directs, and coordinates project management activities for a variety of distribution/ collection system expansion, improvement and maintenance projects, including the preparation of plans, specifications, designs, estimates and schedules; coordinates project monitoring programs; coordinates construction administration activities and engineering records management; coordinates the new business activities associated with development within the District.

Provides technical assistance to staff; reviews, evaluates and approves plans for water and wastewater facility projects prepared by District staff and consulting engineers; recommends and coordinates design changes, where appropriate.

Participates in assessing regional, industry, District service area, improvement/assessment district, community and customer needs and ensures branch/department objectives and priorities are focused on meeting those needs effectively, efficiently, and with high quality service; directs development and implementation of departmental initiatives for service improvement/enhancement; provides day-to-day leadership and works with executive and management team members to ensure a high performance, customer service-oriented work environment consistent with sound management principles and District mission and values.

Directs and coordinates the preparation of analyses and recommendations regarding policy issues and long-range plans to address District service area needs; advises the General Manager regarding policy issues, programs and projects to meet community and customer needs; advises and assists the General Manager in identifying, articulating and implementing policies, programs and projects.

Interprets General Manager and Board of Director instructions and requests; makes interpretations of District ordinances, policies, and applicable laws and regulations to ensure compliance within assigned areas of accountability.

Participates in the analysis of proposed legislation and regulation; participates in industry and intergovernmental activities to influence legislative and regulatory change consistent with the District's interests and needs; represents the District as requested or assigned in dealings with constituent agencies in the District's service area, the Metropolitan Water District and with other industry and governmental agencies, and professional organizations.

Within assigned areas of accountability, serves as the District's representative to professional, industry and community groups and customers and to other agencies, organizations and individuals.

Participates in major negotiations with contractors, consultants, developers, vendors and other public agencies.

May act for the General Manager in his absence.

#### OTHER DUTIES

Participates in regional, state and national water, water reclamation and other professional meetings and conferences to stay abreast of trends and technology related to District operations, particularly in areas of assigned accountability.

#### DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Theory, principles, practices and techniques of civil engineering, organization design and development, and planning as they apply to a large, complex public water utility; principles, practices and techniques involved in the planning, design, construction, maintenance and operation of a large, complex potable water distribution and water reclamation system; federal, state and local laws, regulations and court decisions applicable to a water distribution and reclamation system; District functions and associated management, financial and public policy issues; principles and practices of budgeting, purchasing and maintenance of public records; organization and functions of an elected board of directors; the Brown Act and other law and regulations governing the conduct of public meetings; social, political and environmental issues influencing program/project development and implementation; research methods and analysis techniques; principles and practices of effective human resource management and supervision; District personnel rules, policies and labor contract provisions; principles and practices of sound business communications.

Ability to:

Analyze and make sound recommendations on complex management and administrative issues; plan, organize and direct the engineering functions of a large, complex water distribution and water reclamation system; understand, interpret, explain and apply District policy and procedures; present proposals and recommendations clearly, logically and persuasively in public meetings; represent the District effectively in negotiations; develop and implement appropriate procedures and controls; prepare clear, concise and comprehensive correspondence, reports, studies and other written materials; exercise sound, expert independent judgment within policy guidelines; establish and maintain effective working relationships with Board members, all levels of District management, other elected and appointed governmental officials, consultants, contractors, developers, vendors, employees, media representatives and the public; exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in civil engineering, or a closely related field; and at least ten years of progressively responsible engineering management experience in the operation and maintenance of a large, complex public water utility; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A certificate of registration as a Professional Engineer issued by the State of California.

## PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

## Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex policy and operational problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with Board members, all levels of District management, other elected and appointed governmental officials, consultants, contractors, developers, vendors, employees, media representatives and the public.

## WORK ENVIRONMENT

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

Employees work under typical office conditions, and the noise level is usually quiet.