

PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

CLASS TITLE: Director of Engineering

DEPARTMENT: Engineering	ACCOUNTABLE TO: General Manager	FLSA STATUS: Exempt
SALARY RANGE:	UNCLASSIFIED	
<p>CLASS SUMMARY: Under policy direction of the General Manager, incumbent is a member of the senior management team and is responsible for directing the engineering functions of Padre Dam to provide cost effective water, recycled, and wastewater facilities and services. Duties include: supervising staff; developing goals, policies, and priorities; writing reports, planning concepts, and designs; serving as a liaison to Board of Directors and media; determining projects for construction; and acting as a representative in court.</p>		
<p>DISTINGUISHING CHARACTERISTICS: The Director of Engineering is a stand-alone classification.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Supervises staff to include assigning and monitoring work, ensuring training, resolving conflicts, interviewing applicants, conducting performance evaluations, handling disciplinary actions and making hiring decisions.	Daily 15%
2.	Develops goals, policies, and priorities for Padre Dam’s infrastructure to include: determining the need for updates, process for updating, and coordinating and negotiating with related parties.	Daily 20%
3.	Participates on the Management Team for Padre Dam by determining items to bring to the team and assisting in making decisions.	Daily 10%
4.	Prepares or oversees the preparation of reports and designs; determines planning concepts for completion by staff.	Weekly 20%
5.	Directs project activities to include handling construction claims and construction management issues.	Weekly 5%
6.	Serves as a liaison to Board of Directors and media to include presenting items to the Board and representing Padre Dam in print, radio, and television.	Weekly 5%
7.	Administers the budget to include authorizing and monitoring expenditures.	Weekly 5%

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8.	Determines infrastructure projects for construction to include setting priorities and schedules for work to be accomplished.	Monthly 20%
9.	Acts as a representative in court for Padre Dam projects.	Quarterly 5%
10.	Performs other duties of a similar nature or level.	As Required

Knowledge (position requirements at entry):

- Managerial and leadership theories and principles;
- Budgeting and planning theories and principles;
- Civil Engineering principles, including Engineering Economy;
- Contracts and construction methods;
- Construction management;
- Federal and state laws and regulations;
- Padre Dam rules and regulations.

Skills (position requirements at entry):

- Developing and implementing departmental goals and policies;
- Directing and managing engineering projects;
- Preparing detailed reports;
- Solving problems;
- Using computers and related software;
- Making presentations;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Master's Degree in Engineering or a related field and seven years increasingly responsible administrative/management experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- State of California Professional Engineer (Civil or Environmental) registration;
- Valid California Driver's License.

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Physical Requirements:

Positions in this class typically require: standing, fingering, grasping, feeling, talking, hearing, and seeing.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Classification History:

Date: 4/98; 10/01