

PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

CLASS TITLE: Engineering Manager

DEPARTMENT: Engineering	ACCOUNTABLE TO: Director of Engineering & Planning	FLSA STATUS: Exempt
SALARY RANGE:	48	
<p>CLASS SUMMARY: Incumbent is responsible for giving general guidance and supervision to staff and for planning and supervising engineering projects and activities across multi-functional groups. Duties include: planning, assigning and supervising work; training staff; working with attorneys, other organizations, management and other departments to resolve project difficulties and irregularities; coordinating with engineers, developers, contractors and other governmental agencies; and, preparing and monitoring the division=s budget. May supervise the Engineering Services, Engineering Projects or Inspection Divisions of the Engineering Department.</p>		
<p>DISTINGUISHING CHARACTERISTICS: The Engineering Manager is the fourth level of a four level engineering series. The Engineering Manager is distinguished from Engineer by the supervisory authority and a broader administrative role across multi-functional groups within the department.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
1.	Supervises staff to include: assigning and monitoring work, training or ensuring staff are trained, setting performance standards, conducting performance evaluations and making hiring and termination recommendations.
2.	Coordinates project activities with engineers, developers, contractors and other governmental agencies and establishes conditions for developing capital facilities in Padre Dam.
3.	Prepares and reviews special agreements and prepares reports for the Board and for management.
4.	Works with attorneys, other organizations, management and other departments in resolving project difficulties and irregularities.
5.	May supervise any combination of the following department functions: the design, planning, customer service, development review, mapping/GIS automation and/or Right-of-Way Environmental, construction or inspection.
6.	Ensures project activities are in compliance with policies, standards, laws and regulations.
7.	Works with attorneys, governmental agencies, property owners and Local Agency Formation Commission to coordinate and process property annexations/de-annexations.

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8.	Prepares and monitors the budgets for the department functions under their supervision.
9.	Performs other duties of a similar nature or level.

Knowledge (position requirements at entry):

- Supervisory theories and principles;
- Budgeting theories and principles;
- Engineering theories and principles;
- Applicable laws and regulations;
- Drafting standards and practices;
- Mathematics including geometry, trigonometry, and statistics;
- Safety procedures.

Skills (position requirements at entry):

- Monitoring and evaluating staff;
- Preparing the divisional budget;
- Prioritizing and coordinating engineering activities;
- Managing multiple projects;
- Administering contracts;
- Checking and reviewing plans;
- Estimating project costs;
- Using computers and related specialized computer applications such as Computer Aided Design;
- 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):

Bachelor's Degree in Engineering and seven years experience in the engineering field including two years of supervisory 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):

- Valid California Driver's License;
- Registration as a Civil Engineer in the State of California

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Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, walking, lifting, fingering, grasping, feeling, talking, seeing, and repetitive motions.

Sedentary to medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than 10 lbs., and the worker sits most of the time, the job is rated for **Light Work**.

Incumbents may be subjected to chemicals, oils, extreme temperatures and inadequate lighting.

Classification History:

Date: 4/98; 9/00; 1/02; 1/05