



## Engineering Manager

**Department: Engineering**

**FLSA Status: Exempt**

**Salary Grade: 44 (DS), 48 (CIP)**

### SUMMARY DESCRIPTION

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 on an ongoing daily basis and resolving project difficulties and irregularities; oversees, and coordinates with engineers, developers, contractors and other governmental agencies; and, preparing and monitoring the division's budget. May supervise the Development Services (DS) or the Capital Improvement Projects (CIP) Divisions of the Engineering Department.

### ESSENTIAL DUTIES

1. Manages staff to include: Setting goals/objectives for the workgroup, assigning and monitoring work, Develop, mentor, lead and motivate staff, training or ensuring staff are trained, setting and communicating performance standards/expectations, conducting performance evaluations, coaching employees performance and making hiring and termination recommendations. Manage and participate in developing and implementing plans, work processes, procedures, and work standards to attain annual goals and objectives.
2. Oversees and coordinates project activities with engineers, developers, contractors and other governmental agencies and establishes conditions for developing capital facilities or private developments in Padre Dam.
3. Prepares and reviews special agreements and prepares written and verbal reports for the Board and for management.
4. Works with attorneys, other organizations, management and other departments on an ongoing daily basis and in resolving project difficulties and irregularities.
5. Ensures compliance with District policies, Padre Dam rules and regulations, standards and practices, and U.S. laws and regulations.
6. Works with attorneys, governmental agencies, property owners and Local Agency Formation Commission to coordinate and process property annexations/de-annexations.
7. Prepares and monitors the budgets for the department functions under their supervision.
8. Provide day to day leadership and work with staff to ensure a high performing, service-oriented work environment that encourages employee involvement, continuous improvement, and innovation.

9. Performs other duties of a similar nature or level.
10. Resolve and troubleshoot problems as they arise

## **QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

### **Knowledge of:**

1. Supervisory theories and principles;
2. Budgeting theories and principles;
3. Engineering theories and principles;
4. Applicable laws and regulations;
5. Drafting standards and practices;
6. Mathematics including geometry, trigonometry, and statistics;
7. Safety procedures.

### **Skills/Abilities:**

1. Monitoring and evaluating staff;
2. Preparing the divisional budget;
3. Prioritizing and coordinating engineering activities;
4. Managing multiple projects;
5. Administering contracts;
6. Approves and administers plan checks and reviews.
7. Estimating project costs;
8. Using computers and related specialized computer applications for engineering;
9. 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/Experience Required:**

1. 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:**

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

### **Safety Priorities:**

1. Knowledge of General Office and field safety.
2. Proper reporting of safety violations, accidents and injuries, occupational hazards and standard safety practices, procedures and regulations.
3. Completes required and assigned safety and training assignments in a timely manner,
4. Understands proper lifting techniques, ensures that staff is adequately trained in general office safety.
5. Reads, understands and complies with District safety policies;
6. Attends staff safety meetings; reports all accidents, violations or infractions as required; ensures that departmental functions are carried out in a safe and efficient manner. Has the ability to work in a safe and efficient manner and ensure that all safety training is completed by staff.

**Physical Requirements:**

1. Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, walking, lifting, fingering, grasping, feeling, talking, seeing, and repetitive motions.
2. 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.
3. Incumbents may be subjected to chemicals, oils, extreme temperatures and inadequate lighting.

**Classification History:**

Date: 4/98; 9/00; 1/02; 1/05, 02/15