



## Engineering Supervisor

### DEFINITION

Under direction, from an assigned manager, supervises the activities and staff within a specialized work unit engaged in Project Engineering, Development Services, Water Production, Water Supply, Treatment and Distribution, or Facilities Maintenance; may supervise development and implementation of the District's Capital Improvement Program, oversee engineering project management work for major capital projects, programs, and facility upgrades and/or supervise staff performing engineering tasks related to District-wide facilities maintenance and operations, water quality and regulatory compliance programs, water supply forecasting, monitoring and operation of groundwater recharge facilities, support and maintenance of engineering records or a variety of development-related services; serves as liaison with a variety of public agencies on project reviews and engineering issues; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS

**Engineering Supervisor** is a first-level supervisory classification. Under general direction, within a framework of established policies and procedures, incumbents perform a full range of highly complex engineering and supervisory responsibilities requiring advanced knowledge of engineering fundamentals and substantial professional experience related to the assigned position. Assignments are given in general terms and subject to periodic review, usually upon completion. There is significant latitude for discretion and independent judgment in the selection of work methods to achieve established goals.

This classification is distinguished from the Senior Engineer classification in that the latter provides technical and functional supervision, may serve as subject-matter expert and lead of a major program, and may report to this class. This class performs the full range of supervisory responsibilities, including planning and assignment of work, employee engagement and performance management, budgeting and expense management, has responsibility and authority for program-related approvals and serves as a member of the District's management team. This classification series is distinguished from other supervisors and managers by the responsibility for supervising a variety of activities in Project Engineering, Development Services, Water Production, Water Supply, Treatment and Distribution, or Facilities Maintenance, dependent upon the position assignment.

### TYPICAL DUTIES

#### TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

##### When assigned to any Department:

- Supervises professional and technical staff performing civil, structural, electrical, mechanical, and environmental engineering analysis, planning, design, contracting, construction and construction management, as well as consultant management, permitting, public outreach, agency coordination, and related work.
- Ensures that employees are properly trained, follow safe work practices, and properly document office and field work.

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- Makes presentations to the Board of Directors on the CIP and various projects/programs and prepares monthly and quarterly project/program report summaries for management.
- Interviews and hires new staff; plans, prioritizes, assigns, and reviews work; approves time off for payroll purposes; prepares employee performance evaluations; monitors and participates in employee relations activities within the department.
- Provides technical oversight and coordination of work through project/program coordination meetings and other means; monitors progress against project/program schedules; recommends allocation of resources as required to accomplish goals.
- Collaborates with other supervisors, managers, and staff to coordinate programs, projects, and activities amongst work groups.
- Serves as liaison with various public agencies regarding water quality and environmental compliance, project review and implementation, water supply, and engineering issues.
- Prepares annual budget request for assigned program; estimates staffing, equipment, and supply needs based upon recent trends and planned activities; monitors expenditures after budget adoption; approves purchase requisitions.
- Performs other related work as required.

### When assigned to Engineering and Technology Services:

- Oversees preparation of the 2-year and 25-year Capital Improvement Program (CIP) plan, the 10-year CIP Engineering Report, and oversees capital improvement projects.
- Supervises professional and technical staff performing development-related services, support for Customer Service/Operations, maintenance and development of Engineering standards, and the District's Water Main Replacement and Corrosion Control Programs.
- Supervises engineering review of requests and proposals during the annual budget process; after budget approval, assigns projects to engineering staff; sets priorities and adjusts workload accordingly.
- Prepares and updates engineering procedures, agreements, contracts, fee structures, and guidelines; ensures projects are implemented in accordance with District purchasing, RFP, and contracting procedures.
- Reviews inspection reports and assists in resolution of field construction problems; authorizes or recommends change orders and claims resolution; represents District in engineering contract dispute resolution meetings.
- Monitors engineering aspects of facility start-ups; ensures project start-up plans and required documentation are completed and coordinated with Operations and Maintenance Department personnel.

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- Supervises inspection of new water distribution systems installed by developers; job order preparation for installation of new meters, services, or fire protection facilities; contracts and specifications; public agency project review and coordination; distribution system mapping and property records; establishment of ACWD Standard Engineering Practices and Procedures; engineering support for Customer Service and Operations; development of the District's Water Main Replacement Program; or oversight of the Corrosion Control Program.

### When assigned to Operations and Maintenance:

- Supervises professional and technical staff engaged in water system engineering studies and/or pilot tests with an emphasis on optimizing water treatment and water quality control processes; reviews and provides input and direction to the work of consultants; assists in developing implementation strategies and plans to meet current and future regulatory requirements.
- Supervises professional and technical staff engaged in the District's water treatment and distribution system regulatory compliance program; develops and maintains standard operating procedures for compliance, oversees preparation and permit applications, submitting required reports, responding to regulatory actions, and ensuring completion of follow-up measures as needed.
- Supervises and participates in the work of professional and technical staff responsible for performing mechanical, electrical, control and Supervisory Control and Data Acquisition (SCADA) systems administration, analysis, planning, design, installation, testing, troubleshooting, maintenance and repair, contractor and consultant management, and related work.
- Supervises and participates in the work of professional and technical staff responsible for performing condition assessment and life cycle planning for infrastructure and facilities.
- Oversees District-wide environmental compliance program, ascertains permitting requirements and develops compliance plans, supervises compliance activities including document preparation, permit applications, educating and training staff, record keeping, submitting required reports, responding to regulatory actions, and ensuring completion of follow-up measures, as needed.
- Oversees the preparation and periodic updates to the water quality monitoring program, including special investigations; assists in ensuring implementation of quality assurance/quality control measures consistent with state certification requirements.
- Recommends equipment and maintenance standards, procedures, and performance criteria for ongoing planned maintenance activities; helps define training needs for maintenance and operations personnel related to maintenance standards and procedures.
- Develops and/or oversees predictive and preventive maintenance programs, evaluation of equipment health, and planned equipment replacements.

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- Oversees the maintenance of computerized process control and asset maintenance management systems.
- Provides technical guidance for implementation and assessment of the preventive maintenance program and activities.
- Monitors maintenance and repair activities; oversees and participates in performing troubleshooting, root cause analysis, and repair activities; verifies compliance with industry practices and standards; verifies implementation of District equipment standards across facilities; maintains District Standardized Electrical, Mechanical, Instrument, and Control Equipment list.
- May participate in an after-hours (on call) standby rotation and function as a shift operator, as defined by SWRCB (Water Production only).

### When assigned to Water Resources:

- Coordinates with other divisions and departments with regard to planning for water supply deliveries, operation of the groundwater basin, and related issues.
- Participates in and oversees the development of the District's Integrated Resources Planning, Urban Water Management Planning, and other long-term water supply planning.
- Supervises field personnel assigned to order water deliveries, operate rubber dams and diversion work, and the provision of watershed surveillance.
- Monitors and coordinates the activities of groundwater recharge operations to ensure consistency with short- and long-term water supply and production planning, and compliance with regulations and permit requirements.
- Assesses field reports and other monitoring data to determine impacts of upstream activities on watershed lands and, where applicable, verifies activities are in compliance with permitted conditions protective of District water supply operations.

## **REQUIREMENTS**

*Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be the equivalent of:*

### **Education and Experience:**

Possession of a baccalaureate degree from an accredited college or university with a major in an engineering curriculum accredited by the Accreditation Board of Engineering and Technology, or a related field; and six (6) years of progressively responsible practical engineering experience, which includes two (2) years' experience to that of an Associate Engineer or Senior Engineer within the District, and includes one (1) year of lead experience directing the work of others involved in civil, structural, mechanical, electrical, or hydraulic design, water supply planning, distribution system planning, water quality and environmental compliance programs, economic engineering investigations, or engineering project management. Completion of the District's Leadership Skills Training Program is required following hire. Supervisory experience desired.

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An advanced degree in an accredited engineering curriculum may be substituted for one (1) year of the required experience.

Current ACWD Employees: 75% completion of the District's Leadership Skills Training may substitute for one (1) year of lead experience. If the internal candidate has already completed the Leadership Skills Training Program, they do not need to complete the program for a second time if promoted.

### **Knowledge, Skills, and Abilities:**

Knowledge of: engineering principles, terms, practices, and methods applicable to water utilities; principles and practices of effective employee supervision and personnel management; engineering economics including project management and cost/benefit analyses; cost estimating methods; engineering project management methods and techniques; drinking water treatment principles and processes, water chemistry as it applies to drinking water treatment, and distribution system operations and practices; budget administration; engineering mathematics through calculus and statistical analysis methods; pertinent federal, state, and local laws, codes, and regulations governing the operation of water facilities, water treatment processes, environmental controls, and workplace safety; safe work practices as they relate to the position and the ability to identify workplace hazards and/or unsafe conditions and take appropriate action to correct same; modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Skill and Ability to: plan, organize, and direct an effective project engineering, water production, water supply, facilities maintenance, and/or development services program; apply engineering principles and techniques to the solution of engineering problems; review alternative engineering processes and calculate life cycle costs; implement and development water quality and environmental compliance programs; prepare engineering specifications, requests for proposals, contract documents, and/or design drawings; plan, assign, and supervise the work of subordinate staff; maintain detailed and accurate records and prepare a variety of memos, letters, and technical reports and specifications that are clear and concise; perform the essential functions of the job without causing harm to self or others; operate modern office equipment including computer equipment and specialized software applications programs; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Additional Requirements:**

- Must possess a valid California driver's license and have a satisfactory driving record.
- Must possess California State Registration as a Professional Engineer.
- Possession of a California State Certification as a Treatment Operator II issued by the SWRCB is required when assigned to the Water Production Division.
- Possession of a California State Certification as a Distribution Operator III is required when assigned to the Water Production Division and desirable for all assignments.
- Possession of a California State Certification as a Distribution Operator II issued by the SWRCB is required and must be acquired within twelve (12) months of appointment when assigned to the Development Services Division.
- Possession of a California State Certification as a Treatment Operator III issued by the SWRCB is required and must be acquired within thirty-six (36) months of appointment when assigned to the Water Production Division.

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**Working Conditions/Physical Requirements:**

The essential functions of the job require on a continuous basis, the ability to sit for extended periods of time in front of a computer screen; intermittently twist to reach equipment or supplies surrounding desk; perform simple grasping and fine manipulation; use telephone, computer keyboard and related equipment on a daily basis; speak and hear in person and on the phone; see sufficiently to perform assignments; periodically drive a vehicle and occasionally crawl into confined spaces or climb a ladder to heights to inspect construction activities; and frequently lift and/or carry objects weighing up to 25 pounds and occasionally up to 55 pounds.

The essential functions of this classification require driving due to the need for frequent travel to water treatment plants, pump stations, reservoirs, field sites, meetings, and/or other agency facilities; transportation of time-sensitive/confidential materials, equipment, or water samples; and/or the ability to respond to emergencies, and service disruptions. Alternative transportation is not suitable due to security concerns, logistical challenges, and critical response time requirements.

Revised: 03/2025

Approved:   
Human Resources/Risk Manager