



## Manager of Engineering and Technology Services

### DEFINITION

With direction from the General Manager, plans, organizes, and directs the District's Engineering and Technology Services Department; establishes goals and objectives for the department and internal policies and procedures related to departmental activities; through subordinate managers and supervisors, directs the work of staff engaged in engineering and technology services program activities and ensures the effectiveness of departmental programs; provides responsible advice and counsel to the Board, General Manager, and District managers on a variety of engineering and technology services issues; provides highly responsible administrative staff assistance to the General Manager; represents the District to outside groups and organizations; serves as District liaison on various inter-agency coordination projects; and performs other related work as required.

### DISTINGUISHING CHARACTERISTICS

**Manager of Engineering and Technology Services** is a single position senior manager classification. With minimal direction within a framework of overall goals and objectives, the incumbent is responsible for directing engineering and technology services and has programmatic responsibilities that include: development services, project engineering, and information technology.

This classification is distinguished from other senior manager classifications within the District by the specific responsibility for directing engineering and technology services. This classification is distinguished from other engineering management classes by responsibility for the supervision of those classes and overall responsibility for directing engineering and technology services for the District. This classification is distinguished from the General Manager in that the latter is the chief executive responsible for the effectiveness of all District operations and provides direction to this classification.

### TYPICAL DUTIES

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

- Plans, develops, and implements goals and objectives for the Engineering and Technology Services Department; prepares and administers internal policies and procedures related to Engineering and Technology Services departmental program activities; interprets and explains applicable rules, laws, and regulations to managers, supervisors, and others.
- Directs, oversees, and participates in Engineering and Technology Services departmental programs and work plans; assigns work activities for engineering and information technology projects and programs; monitors work flow; reviews and evaluates work products, automation, methods, and procedures.
- Recommends selection of engineering and information technology consultants; oversees the coordination and management of engineering and information technology consultants.

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- Conducts capital improvement project planning activities; provides oversight and input into the conceptual design of engineering and information technology projects; investigates and resolves problems with scope of work or cost issues of major facility upgrades and replacements, as well as information technology projects.
- Interviews and hires new staff; 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.
- Coordinates preparation of the annual budget request for the Engineering and Technology Services Department; reviews staffing, equipment, and supply needs based upon recent trends and planned activities; monitors expenditures after budget adoption and approves purchase requisitions.
- Coordinates engineering and information technology activities with other departments and divisions; provides responsible advice and counsel to the General Manager and department and division managers on a variety of engineering and information technology issues; oversees maintenance of engineering and information technology project files and work papers; responds to requests and prepares and presents reports to the Board of Directors.
- Coordinates information technology support services for the District including installation, maintenance, and upgrade of mainframe and network-based applications; through user groups and other means, works with other departments to improve efficiency and productivity through implementation of user friendly information technology systems and enhancements.
- Attends Board of Director and Board Committee meetings; prepares and presents staff reports and agenda items for consideration by the Board; serves as advisor to the General Manager and Board on engineering and information technology issues.
- Represents the District to outside groups and organizations; acts as District liaison on various inter-agency coordination projects; may lead team of District staff engaged in discussions with representatives of other governmental entities.
- Manages the sale of excess District property; negotiates rights-of-way with property owners, and oversees District's real property affairs.
- Performs other related work as required.

### **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 engineering and eight (8) years of full time professional engineering experience that includes at least four years of experience in a supervisory capacity.

**Knowledge, Skills, and Abilities:**

**Knowledge of:** civil engineering principles, terms, practices, and methods applicable to water utilities; water treatment, groundwater, and distribution systems; principles of management and administration; federal, state, and local laws and regulations relating to water facility design, construction; environmental controls, and the conduct of engineering projects; engineering capital project management techniques and methods; modern information technology systems, applications, and methods; public contracting and contract management practices; budget administration; engineering mathematics through calculus and statistical analysis methods; modern principles and practices of effective employee supervision, training, and personnel management; and employee relations concepts and methods.

**Skill and Ability to:** plan, organize, and direct an effective engineering and technology services program; analyze, interpret, and apply information, choose among alternative courses of action and develop sound recommendations; understand and implement laws, regulations, policies and procedures; plan, assign, and supervise the work of subordinate staff; maintain positive employee relations within the department; maintain detailed and accurate records; prepare clear and concise written reports including those submitted to the Board of Directors; effectively operate a computer and other standard office equipment; proficiently utilize word processing, spreadsheet, presentation, and associated technology software applications; communicate effectively, both orally and in writing; prepare and make verbal presentations of technical material to technical and non-technical audiences; establish and maintain effective working relationships with those contacted in the course of the work.

**Additional Requirements:**

- Must possess a valid California driver's license and have a satisfactory driving record.
- Must possess valid Registration as a Professional Engineer in California.

**Working Conditions/Physical Requirements:**

On a daily basis, the essential duties of this classification are performed primarily in a controlled-temperature office and require the ability to: sit for extended periods of time in front of a computer screen; use finger dexterity and hand strength to perform simple grasping and fine manipulation; use a telephone, computer keyboard, and other office equipment; speak and hear to receive and provide information in person and on the phone; see sufficiently to perform assignments; and intermittently twist to reach equipment or supplies surrounding desk.

Occasionally, the essential duties of this classification are performed in the field under various climatic and geographic conditions in an environment with exposure to high frequency and constant noise, dust, allergens, and other environmental irritants and around moving equipment and vehicles and require the ability to: use feet and hands to operate a vehicle and to crawl into confined spaces or up ladders when inspecting field sites.

Revised: 10/14

Approved:   
Human Resources/Risk Manager

