

SOUTH ORANGE COUNTY WASTEWATER AUTHORITY

CLASSIFICATION STATEMENT

TITLE: Director of Engineering

DIVISION: Engineering

SALARY RANGE: Range 54
Exempt
\$74.63 - \$95.26
\$12,935.87 - \$16,511.73

DEFINITION:

Under the direction of the General Manager; plan, organize, manage, direct and supervise technical and related engineering functions of the Agencies'

Distinguishing Characteristics:

The Director of Engineering reports directly to the General Manager.

Supervision Exercised: Department of two

Examples of Essential Duties and Responsibilities: *The following are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Supervises, assigns and reviews the work of subordinates. Monitors and reviews work in progress, providing technical assistance and guidance.
- Participates in the development and implementation of goals, objectives, and priorities for the department. Ensures that appropriate policies and procedures are followed by subordinates.
- Direct and review the work of professional engineering consultants in the planning and construction of wastewater and reclamation facilities.
- Provide consultation regarding engineering and technical issues.
- Prepare and update the Agencies' capital expansion, upgrade and replacement plans.
- Oversee the development of engineering plans and specifications, including the establishment of general Agency engineering standards.
- Coordinate Agency construction projects with the Director of Operations, including the construction management services provided by professional engineering consultants.
- Represent the Agency in coordination with other wastewater/reclamation utilities, regulatory agencies, governmental bodies, professional associations, and technical groups.
- Oversee issues related to NPDES, AQMD and ARB rules and regulations and permits to operate equipment, (including the NPDES quarterly and annual reports).
- Oversee biosolids regulations and disposal (composting) issues; coordinate solids disposal program.
- Prepare correspondence related to engineering and technical functions.
- Make presentations regarding technical/engineering issues to the Board of Directors.
- Perform other related duties as assigned and/or directed.

Minimum Training and Experience Required to Perform Essential Functions:

- Ten (10) years increasingly responsible professional engineering experience, including at least three (3) years in a management or supervisory capacity.

- Graduation from a college or university with a baccalaureate degree in civil engineering or related field or an acceptable equivalent.
- Possession of a valid and current certificate of registration as a Civil Engineer issued by the State of California is required.
- Must possess a valid California, Class C, driver's license in good standing.

Other Special Requirements:

- A thorough knowledge of technical regulations dealing with air, land and water.
- Thorough knowledge of the principles and practices of civil engineering with particular emphasis on the design and construction of wastewater treatment and related facilities.
- Knowledge of the methods of preparing designs, plans, specifications, estimates, reports and recommendations relating to Agency facilities and projects. Applicable Federal, State and local laws, rules and regulations related to technical/engineering matters during planning, design and construction of Agency facilities and projects.
- Ability to plan, organize, manage, coordinate and develop Agency technical/engineering functions.
- Knowledge of computer systems and software packages related to engineering analysis and functions.
- Effectively represent the Agency's technical/engineering functions with the public, other government agencies, contractors, and professional engineering consultants.

Physical and Mental Abilities Required to Perform Essential Functions:

Language Ability and Interpersonal Communication

- Must be able to pass the Agency's pre-employment physical examination
- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate data and information. Ability to classify, compute and tabulate data.
- Ability to counsel, mediate and/or provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Ability to utilize a wide variety of descriptive data and information such as Agency reports, directories, meeting agendas, minutes, staff reports, budgets, non-routine correspondence and computer software operating manuals.
- Ability to communicate effectively orally and in writing with Agency personnel, contractors, Board members and customers.

Mathematical Ability

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

Judgement and Situational Reasoning Ability

- Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, directing and controlling.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

Physical Requirements

- Ability to operate a variety of office equipment such as computer terminal, telephone, fax machine, calculator/adding machine, computer printer and photocopier.
- Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training.
- Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling.
- Ability to recognize and identify individual characteristics of shapes and sounds associated with job-related objects, materials and tasks.
- Must be able to frequently travel by automobile to conduct Agency business; Oral communication with Agency management, co-workers, and outside agencies in face-to-face, one-to-one and group settings
- Must be able to take walks in uneven terrain, in an outdoor environment.

Environmental Adaptability

- Tasks are regularly performed without exposure to adverse environmental conditions.

SOCWA is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Agency will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.