

Director of Engineering

Salary: up to 134.992 DOQ (At-will/Exempt)

The Beaumont Cherry Valley Water Districts seeks a highly qualified and experienced engineer for the Director of Engineering position. The ideal candidate would have extensive water resources and engineering experience and the ability to perform a wide range of engineering and project management tasks. Experience in water resources, development planning, water system master planning and related tasks is highly desirable.

JOB SUMMARY

Director of Engineering is an exempt management class. Plans, organizes and directs the activities of the Engineering Department including the areas of capital improvements, project design, environmental review, plan checking, planning, right-of-way, survey and inspection, Geographic Information System (GIS)/mapping and contract administration; coordinates activities with other departments, governmental agencies and other outside organizations; and provides technical and administrative staff assistance. This position may be designated as the District's Chief Engineer. Performs other related duties as assigned.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents may expect to perform other related similar duties.

Duties include but are not limited to the following:

1. Directs and participates in the development of departmental goals and operating policies and procedures relative to the areas of capital improvements, project design, plan checking, environmental review, planning, right-of-way, survey and inspection.
2. Provides general direction to department supervisors and managers and coordinates all issues needing Board approval or policy direction for the department.
3. Assigns work activities, projects and programs; monitors work flow; reviews and evaluates projects, methods and procedures.
4. Develops and administers the department budget; evaluates staffing needs, equipment, materials, and supplies with key management staff; monitors and approves expenditures.
5. Develops and administers the capital improvement budget; reviews and recommends approval for all construction plans including cost estimates.
6. Oversees the administration of construction contracts; reviews and approves construction progress payments; prepares and/or reviews and recommends approval of construction change orders; coordinates the resolution of field construction problems; acts as project manager for various capital improvement projects.
7. Coordinates departmental activities with those of other departments, governmental agencies and other outside organizations; resolves problems and complaints.

8. Negotiates complex agreements. Prepares, reviews, and interprets agreements and contracts and prepares for signature.
9. Directs and participates in the preparation and evaluation of technical studies, reports and analyses related to engineering services; analyzes and evaluates study results and implements findings.
10. Directs and participates in the preparation of various capital improvement project designs and specifications including pipeline, reservoir and well projects.
11. Serves as a member of committees as assigned.
12. Selects, trains, motivates, supervises and maintains a high level of efficiency among assigned staff.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

1. Advanced principles and practices of engineering and administration as applied to the design and construction of District facilities and projects.
2. Methods of preparing designs, plans, specifications, estimates, reports and recommendations relating to District facilities and projects.
3. District policies and procedures governing engineering operations.
4. Applicable federal, state and local laws, rules and regulations related to the engineering, development and construction of District projects.
5. Principles, practices and techniques of public administration including budget and personnel administration.
6. Principles of leadership supervision, training and evaluation.
7. Appropriate safety practices and regulations.

Ability to:

1. Plan, organize, motivate, direct and lead the activities of assigned area of responsibility.
2. Interpret applicable laws, rules and regulations.
3. Develop and administer a department budget.
4. Prepare and analyze technical reports, plans, specifications, statements, contract and legal descriptions.
5. Supervise, train and evaluate professional and technical staff.
6. Maintain effective work relationships with District staff, other governmental agencies, contractors and the general public.

7. Communicate clearly and concisely, both orally and in writing.

Training and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Seven years of increasingly responsible and varied professional engineering experience involving the design and construction of a variety of water system facilities and projects, including four years of experience in a supervisory capacity.

A Bachelor's degree from an accredited college or university with major course work in Civil Engineering or a related field. Additional course work in Public Administration desirable.

Licenses; Certificates; Special Requirements:

Registration as a Professional Engineer in the state of California.

A valid California driver's license and ability to maintain insurability under the District's Vehicle Insurance Policy.

PHYSICAL AND MENTAL DEMANDS AND WORK ENVIRONMENT

The physical and mental demands and the work environment characteristics described here are representative of those required for the performance of job duties.

Physical Demands:

While performing the duties of this class, the employee is regularly required to sit, stand and walk; talk or hear, in person, in meetings and by telephone; use hands repetitively to finger, handle, feel or operate computers and other standard office equipment; and reach with hands and arms.

Specific vision abilities required by this job include close vision and the ability to adjust focus, depth perception and color vision.

Mental Demands:

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive and constantly changing deadlines and interact with those encountered in the course of work, some of whom may be demanding, dissatisfied, upset and/or abusive.

Work Environment:

The employee works under typical office conditions, and the noise level is usually quiet. However, in the performance of project management, field activities, and investigations, this position may work in a variety of weather conditions and sun exposure.