



TAHOE CITY PUBLIC UTILITY DISTRICT

Job Description

Job Title: Engineering Manager
Department: Engineering
Supervised By: Director of Engineering
FLSA Status: Exempt
Revised as of: December 2018

JOB SUMMARY

To plan, organize and direct engineering, planning, design, and investigation activities within the Engineering Department; to perform a variety of technical tasks relative to assigned area of responsibility; to manage the District's Capital Improvement Program; to provide professional expertise combined with a working knowledge of the technical concepts of capital project implementation.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the District Engineer/Assistant General Manager.

Exercises direct supervision over assigned professional personnel and indirect supervision over technical and administrative support personnel.

ESSENTIAL FUNCTIONS

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Develop, plan and implement goals and objectives; recommend and administer policies and procedures.
- Direct, oversee and participate in the development of the Capital Improvement Program's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Participate in the development and administration of the Engineering Department budget; supervise and participate in the development and administration of the District's Capital Improvement Program budget; forecast additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Coordinate the activities and communication of assigned workgroup with other District departments, outside agencies, and the public.
- Research and prepare technical and administrative reports and studies.
- Establish schedules and methods for the permitting, design, and construction of public works projects.
- Evaluate procedures, operations and activities of assigned areas of responsibility and recommend and implement improvements.

- Review construction plans and specifications prepared by private engineers or outside agencies and oversee preparation of construction plans and specifications by staff.
- Check computations and specified materials for accuracy and conformance with regulations.
- Review and participate in the preparation of environmental assessments and studies.
- Meet with developers to discuss planned projects or resolve design problems.
- Assist in the preparation of plans, programs and procedures to accomplish the goals of the District.
- Represent the District regarding services provided and interpretation and definition of District rules, regulations and procedures to the public as well as to local, county, State and Federal governments.
- Ensure full knowledge of all District plans, programs, budgets, policies and activities.
- Recommend the appointment of personnel; train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of assigned workgroup.
- Prepare and present reports and accomplish special assignments as requested by the District Engineer/Assistant General Manager.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish, maintain and foster positive and effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Assume full authority and responsibility of Department operations upon absence of District Engineer/Assistant General Manager.
- Conduct studies, analyze data, make recommendations and prepare reports and presentations on a variety of subjects.
- Attend and participate in public and internal meetings.
- Assist with long-range planning, asset management and capital infrastructure.
- Review and make recommendations on technical reports and studies.
- Provide oversight of outside technical services contracts.
- Perform all other duties as assigned.

EMPLOYMENT STANDARDS

1. Knowledge of:

- Principles and practices of engineering as applied to public works, utilities, parks, and other public facilities.
- Principles and practices of negotiation, leadership, motivation, team building, conflict management and dispute resolution.
- Methods, materials and techniques used in the construction of public works and utilities projects.
- Modern developments, current literature and sources of information regarding engineering.
- Federal, state and local laws, codes and regulations pertaining to municipal public works design and construction.
- Applicable federal, state and local laws, rules and regulations regarding local government operations.
- Principles and practices of organization, administration and personnel management.
- Principles of supervision, training and performance evaluation.

- Methods of analyzing, evaluating and modifying administrative procedures.
- Modern office practices, methods, and computer equipment.
- Principles and practices of customer service.
- Safe work practices.

2. Ability to:

- Organize, implement and direct the operations and activities of the assigned workgroup.
- Develop and implement policies and procedures.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various personnel rules; and explain and interpret policy.
- On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and communicate through written means; and lift or carry weight of 25 pounds or less.
- Perform complex engineering computations.
- Check, design and supervise the preparation of engineering plans, specifications, and studies.
- Gain cooperation through discussion and persuasion.
- Successfully develop, control and administer budgets and expenditures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply District and department policies, procedures, rules and regulations.
- Understand, interpret and apply Federal, State and local laws, codes and regulations pertaining to municipal public works design and construction.
- Identify and interpret technical and numerical information including checking engineering computations for accuracy.
- Explain regulations and procedures to consultants, contractors, developers, the general public, representatives of other public agencies and staff.
- Lead, supervise, train and evaluate assigned staff in an effective and positive manner.
- Prioritize and exercise sound judgment within areas of responsibilities.
- Operate and use modern office equipment including computers and applicable software.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Understand both oral and written instructions and carry out in a positive manner.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.

EDUCATION AND TRAINING REQUIREMENTS

1. Education and Experience Requirements:

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an ABET-accredited engineering program at a college or university with a Bachelor of Science degree in Civil Engineering or related engineering curriculum.

Experience: Seven (7) years of progressively responsible project management experience in civil engineering, preferably related to water, wastewater, parks and recreation, or other

appropriate public works, with at least two (2) years of progressively responsible experience managing an engineering workgroup, preferably in the public sector.

2. Certification & Licensing Requirements:

- California Registered Professional Civil Engineer or ability to become registered in California within six (6) months of appointment.
- Possession of appropriate and valid driver’s license and driving record that complies with District policy.

3. Other Special Requirements:

- Computer usage with emphasis on AutoCAD, ArcGIS, and other engineering applications preferred.

WORKING CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and conditions. Position requires working beyond normal business hours, attendance at evening meetings and/or weekend work and the ability to travel. (See detailed Job Analysis for a more complete list of physical and mental requirements.)

Reviewed by:

Date: 12/31/2018

Classified by:

Date: 12/31/2018

Approved by:

Date: 12/31/2018



**TAHOE CITY PUBLIC UTILITY DISTRICT
Job Analysis Form**

JOB TITLE: Engineering Manager

DEPT: Engineering

JOB SUMMARY: Under the administrative direction of the District Engineer/Assistant General Manager, directs activities of the Engineering Department.

1. Gross Body Movements:

0% - 12% (Rarely) 13% - 33% (Occasionally) 34% - 66% (Frequently) 67% - 100% (Regularly)

Activity	Daily Frequency
A. Sitting	Regularly
B. Standing	Occasionally
C. Walking	Occasionally
D. Walking – uneven terrain	Rarely
E. Driving	Rarely
F. Hearing	Regularly
G. Speaking	Regularly
H. Seeing	Regularly

2. Job Specific Body Movements:

Occasionally (OCC) = 1/3 of time or less. Frequently (FREQ) = 1/3 – 2/3 of time. Continuously (CONT) = more than 2/3 of time.

Activity	Daily Frequency
A. Bending at Waist	OCC
B. Climbing (stairs/ladders/etc)	OCC
C. Crawling	OCC
D. Crouching	OCC
E. Kneeling	OCC
F. Pushing (10 lbs)	OCC
G. Pulling (10 lbs)	OCC
H. Stooping	OCC
I. Working at heights; 10 feet above/below ground	OCC
J. Working/Reaching above shoulder level	OCC
K. Working/Reaching below shoulder level	FREQ
L. Working/Reaching at desk level	FREQ

3. Lifting:

Occasionally (OCC) = 1/3 of time or less. Frequently (FREQ) = 1/3 – 2/3 of time. Continuously (CONT) = more than 2/3 of time.

	Weight	Daily Frequency
A.	10 lbs or less	OCC
B.	11 to 25 lbs	OCC
C.	26 to 50 lbs.	N/A
D.	51 to 75	N/A
E.	76 to 100 lbs.	N/A
F.	Over 100 lbs.	N/A

4. Hand Coordination Activities:

0% - 12% (Rarely) 13% - 33% (Occasionally) 34% - 66% (Frequently) 67% - 100% (Regularly)

	Activity	Daily Frequency
A. Hand		
1.	Pulling	Rarely
2.	Pushing	Rarely
B. Fine Manipulation		
1.	Typing/Keyboard	Regularly
2.	Calculator	Occasionally
3.	Writing	Frequently
4.	Hand Tools	Rarely
5.	Equipment (nuts/bolts, etc)	Rarely
C. Simple Grasping		
1.	Filing	Occasionally
2.	Moving Computer Mouse	Regularly
3.	Phone Receiver	Frequently
4.	3-Ring binder/files	Occasionally
5.	Manipulating maps	Frequently
6.	Writing on clipboard	Occasionally
D. Power Grip		
1.	Power Tools	Rarely
2.	Equipment (shovel, etc)	Rarely
E. Arm		
1.	Lateral Movement	Rarely
2.	Rotation	Rarely

5. Height from floor of objects to be reached or worked on:

Object	Height
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A. File cabinets

6'-0"

B. Book cases

8'-0"

6. Mental Requirements

Activity	Daily Frequency
1. Analyzing	Continuous
2. Identifying	Continuous
3. Interpreting	Continuous
4. Knowing	Continuous
5. Observing	Continuous
6. Problem Solving	Intermittent
7. Remembering	Continuous
8. Understanding	Continuous
9. Explaining	Intermittent

Reviewed/Approved by:

Date: