



CRESCENTA VALLEY WATER DISTRICT

DIRECTOR OF ENGINEERING & OPERATIONS

SUMMARY DESCRIPTION

Under direction of the General Manager, the Director of Engineering & Operations plans, directs, manages, and oversees the functions, programs, and activities of Operations & Maintenance, System Operations, and Engineering. In addition, this position provides highly responsible and complex analysis and administrative support to the General Manager and other internal departments. The Director of Engineering & Operations also coordinates assigned activities with customers, the Board of Directors, other departments, and outside agencies and consultants.

This position carries a high level of responsibility and requires a person who can work independently. The Director of Engineering & Operations will understand and demonstrate management and leadership principles, including being deliberate about teamwork and professionalism, being flexible and a good listener, and being able to express ideas and exercise good judgement in analyzing situations and making decisions that consider all personnel and aspects of District-wide operations. The Director of Engineering & Operations will have the strong technical and interpersonal skills and experience necessary to lead and manage the Strategic Plan goals and objectives of the District, upholding CVWD's values statement, promoting communication and collaboration across departments, and developing staff.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Assumes full management responsibility for all functions, programs, and operations with respect to Operations & Maintenance, System Operations, and Engineering;
- Assists the General Manager with implementing a workforce culture and evaluation process that supports achieving the District's periodically updated Strategic Plan;
- Manages the development and implementation of short and long-term departmental goals, objectives, and priorities for each assigned service area;
- Recommends, formulates, and implements appropriate policies and procedures for each department;
- Provides responsible and, where appropriate, highly complex staff assistance and/or analysis to the General Manager; prepares, reviews, and presents staff reports and other necessary correspondence; attends a variety of Board and Committee meetings;
- Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues;

- Participates in the development of the District budget and oversees individual department budgets, including budget forecasting and communicating budget essentials to the Board and other stakeholders;
- Approves expenditures; approves budgetary adjustments as appropriate;
- Performs complex analysis or evaluates, engages, and manages consultant resources as appropriate;
- Implements discipline and termination procedures;
- Executes and manages engineering and capital improvement program projects, including contract negotiation and enforcement and development of RFPs and assessments of proposals;
- Develops and coordinates with staff relating to the operation of the District's computer, network, accounting/customer information, and telecommunications systems;
- Develops and coordinates programs and procedures relating to the relationship between information technology, customer service, and accounting, whether improving or upgrading existing systems or coordinating efforts to implement new technologies and processes;
- Works with internal departments to ensure that the District's systems operating/monitoring infrastructure is maintained using information technology resources;
- Attends and participates in professional group meetings; stays abreast of new trends and innovations and incorporates new developments into programs areas, as appropriate; and
- Performs related duties as required.

QUALIFICATIONS

The successful candidate will reflect the District's core values as shown in the Strategic Plan. In addition, the following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully contribute to the District's mission and vision.

Ability to:

- Manage and direct a comprehensive program that supports all District departments;
- Develop and administer departmental goals, objectives, and procedures;
- Gain the confidence and cooperation of department heads and employees;
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
- Identify and respond to sensitive community and organizational issues, concerns, and needs;
- Effectively represent the District to internal stakeholders and outside individuals and agencies to accomplish the mission and vision of the District;
- Exercise good judgment and maintain confidentiality in maintaining critical, sensitive, and confidential information, records, and reports;
- Work cooperatively with other departments and the Board;
- Prepare and administer large and complex budgets at the departmental level;
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments;

- Collect, analyze, evaluate, and interpret complex information and data including complex data;
- Research, analyze, and evaluate new service delivery methods and techniques;
- Select, train, supervise, and evaluate staff;
- Plan, organize, direct, and coordinate the work of lower level staff;
- Delegate authority and responsibility;
- Review and resolve employee grievances in accordance with labor agreements;
- Provide employee counseling and mediation;
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities;
- Interpret and apply applicable federal, state, and local policies, laws, and regulations;
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications;
- Communicate clearly and concisely, both orally and in writing; and
- Establish and maintain effective working relationships with those contacted in the course of work.

Knowledge of:

- Principles of leadership, management, supervision, training, and performance evaluation;
- Pertinent federal, state, and local laws, codes, and regulations;
- Principles and practices of maintenance as they apply to water distribution, water production and telemetry, vehicle maintenance, and wastewater collection;
- Civil engineering principles, practices and methods, including master planning of water and wastewater systems;
- Principles of project management including contract negotiation and enforcement, construction management and inspection, and purchasing;
- Principles and practices of program development and administration;
- Counseling and disciplinary procedures and processes;
- Conflict resolution and mediation principles;
- District personnel rules, policies, and provision;
- Principles of business letter writing and report preparation; and
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be considered qualifying. A typical way to obtain the knowledge and abilities would be:

- Bachelor's degree from an accredited college or university with major course work in Civil Engineering or a closely related field. A graduate degree in Civil Engineering or a closely related field is desirable.

- Ten (10) years of increasingly responsible experience in water production, water quality, field maintenance/operations/construction, wastewater collection systems, and engineering, including at least three (3) years in a management capacity.

Licenses/Certificates:

- Possession of a valid EIT certification; a valid registration as a Professional Civil Engineer in the State of California is desirable.
- Possession of a valid State of California valid driver's license and a satisfactory driving record.
- Possession of valid Distribution System, Treatment, and/or Collection System certificates issued by the State Water Resources Control Board (SWRCB) and California Water Environmental Association (CWEA) is desirable.

Physical Demands and Working Environment:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Environment: Standard office setting; exposure to computer screens; extensive interaction with District staff and the general public, sometimes in the field.
- Physical: Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of computer keyboard; pull, pull, lift and/or carry light to moderate amounts of weight; bend, stoop, kneel, and crawl; ability to verbally communicate to exchange information.
- Mental: Incumbents require the ability 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; apply new information and skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with District manager, staff, applicants, other governmental officials, and the public.
- Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.
- Hearing: Hear in the normal audio range with or without correction.

Job status: Exempt
Date adopted: January 2024

An Equal Opportunity Employer