

FLSA: Exempt

WEST VALLEY SANITATION DISTRICT  
OF SANTA CLARA COUNTY

DIRECTOR OF ENGINEERING AND OPERATIONS

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION:**

Under administrative direction, plans, manages, oversees and directs the operations and services of the Engineering and Operations Division which includes District-wide systems engineering, repair and maintenance; project design, construction management, project inspection and contract management; coordinates activities with other Divisions, outside agencies, organizations and the public; provides responsible and complex staff support to the District Board and District Manager; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

The **Director of Engineering and Operations** is the “At-Will” administrative management level class which oversees all functions and operations of the Engineering and Operations Division and is responsible for all District engineering and maintenance functions which includes project planning, project design, construction management, construction inspection, contract management and systems maintenance and repair. This classification is distinguished from the next lower classifications of Senior Civil Engineer and Maintenance Supervisor by the performance of overall Division management responsibilities.

**SUPERVISION RECEIVED/EXERCISED:**

Receives administrative direction from the District Manager/Engineer. Exercises direct and indirect supervision over professional, technical and office support personnel.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Accepts full responsibility for all Engineering and Operations Division activities and services including activities associated with District-wide engineering, maintenance functions and project management; coordinates activities with other District officials, Divisions, outside agencies, organizations and the public.
- Develops, implements and maintains Divisional goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals; ensures that goals are achieved.
- Plans, directs and coordinates the Engineering and Operations Division’s work plan, assigns work activities and responsibilities to appropriate Division personnel; reviews and evaluates work methods and procedures; identifies and resolves problems and/or issues.

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- Oversees the selection, training and evaluation programs for all Engineering and Operations personnel; provides or coordinates staff training; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of Division personnel to ensure compliance with applicable federal, state and local laws, codes and regulations.
- Manages new line extension and rehabilitation project planning, design and construction management related to sewer systems; advises on problems having to do with storm water drainage, sewage and development for areas within or immediately adjacent to the District.
- Manages on-going system repair and maintenance activities including monitoring systems for leakage, in-flow and obstructions; plan systems pro-active maintenance and repair functions.
- Oversees engineering activities, including system design, drainage structure, system engineering and other engineering functions.
- Oversees the administration of the District's safety program and related safety training activities.
- Prepares, manages and coordinates the development of the Engineering and Operations Division budget; prepares forecasts of necessary funds for staffing, CIP projects, materials and supplies; presents, justifies and defends programs, operations and activities; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Serves as a resource for Division personnel, District staff, other organizations and the public; coordinates pertinent information, resources and work teams necessary to support a positive and productive environment; establishes and maintains a customer service orientation with the Division.
- Attends and participates in professional and community meetings; stays current on issues relative to the field of engineering and planning and relative service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries, issues and complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, District management, staff and the public.

### **WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Director of Engineering and Operations**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of broad and extensive experience in professional engineering, including at least three years in a responsible supervisory or management capacity, and a Bachelor's degree in civil engineering or a related field.

**License/Certificate:**

- Possession of, or the ability to obtain, a valid class C California driver's license and possession of a valid certificate as a Civil Engineer issued by the California Board of Registration for Civil and Professional Engineers.

**KNOWLEDGE/ABILITIES/SKILLS** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

**Knowledge of:**

- Modern principles, practices and techniques of engineering and maintenance administration, organization and operation; methods and techniques of supervision, training and motivation; principles and practices of engineering, construction, inspection, and contract management; applicable federal, state and local laws, codes and regulations, including District, county and state construction codes; principles and practices of budget administration; modern office practices, methods and equipment, including a computer and applicable software; occupational hazards and standard safety procedures.

**Ability to:**

- Plan, direct, manage and coordinate the work of the Engineering and Operations Division; develop and administer sound Divisional goals, objectives, policies and methods for evaluating achievement and performance levels; properly interpret and make decisions in accordance with laws, regulations and policies; analyze complex planning and engineering issues; evaluate alternatives and implement sound solutions; make adjustments to standard operating procedures as necessary to improve organizational effectiveness; supervise, train and motivate Division personnel; facilitate group participation and consensus building; communicate clearly and concisely; both orally and in writing; establish and maintain working relationships.

**Skill to:**

- Operate an office computer, and a variety of word processing and software applications.