

**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 operation and services of the Engineering and Operations Division which includes District-wide facility and systems engineering, repair and maintenance; project planning, project design, engineering study and analysis; construction management, contract management and administration; coordinates activities and interacts with other District divisions, departments, and staff, outside governmental agencies, private organizations and the public; provides responsible and complex staff support to the District Manager and District Board; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Director of Engineering and Operations position is an “At-Will” administrative management level class which oversees and is responsible for all functions and operations of the Engineering and Operations Division including the direct supervision of department supervisors within the division. This classification is distinguished from the next lower classifications of Senior Civil Engineer and Operations Supervisor by the performance and overall responsibility for the management of the division.

SUPERVISION RECEIVED AND EXERCISED

The Director of Engineering and Operations receives administrative direction from the District Manager and Engineer and exercises direct and indirect supervision over professional, technical, and office support staff.

EXAMPLES OF ESSENTIAL FUNCTIONS

Duties may 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 facility and systems engineering, repair, maintenance, project planning, project design, engineering study and analysis, construction management, contract management and administration.

- Develops, implements, and maintains District initiatives, divisional goals, objectives, policies, and procedures. Reviews and evaluates work methods and procedures for improving the effectiveness and efficiency of organizational performance to enhance services and achieve divisional goals and objectives.
- Plans, directs, coordinates, and participates in the division's work plan; assigns work activities and responsibilities to appropriate division personnel; reviews and evaluates work methods and procedures; and identifies and resolves complex problems and or issues.
- 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.
- Provides management, oversight, and direction of the District's Capital Improvement Program, pro-active system repair and maintenance activities, condition assessment, and engineering studies involving evaluation of system inflow and infiltration, risk modeling, and system resiliency.
- Prepares, manages, and coordinates the development of the division budget including the preparation of budget forecasts to secure necessary funds for staffing, CIP projects, fleet, materials, equipment, and supplies. Monitors and approves expenditures, discusses, and resolves budget issues with appropriate staff, and implements adjustments where necessary.
- Plans and manages the District facilities and fleet programs.
- Serves as the primary Legally Responsible Official representing the District and is responsible for ensuring the District complies with the current Waste Discharge Requirements as established by the State Water Resources Control Board.
- Manages the District's health and safety program and ensures the individual safety plans are current and the required safety training and activities are provided.
- Plans and manages the District's risk activities and programs.
- Provides the necessary resources, mentoring, and encouragement to support a positive and productive environment for District staff. Serves as a resource for division personnel, District staff, other organizations and the public.
- Stays well informed on issues important to the District and relative to wastewater and wastewater collections, associated service delivery responsibilities, and risk management issues related to the wastewater industry.
- Establishes a professional and positive working relationships with other District divisions, departments, and staff, state/local agencies and associations, representatives of community organizations, and the public.
- Drives a motorized vehicle.

WORKING CONDITIONS

The position primarily encompasses an office working environment; however, some field activities may be required. These activities require sitting, standing, walking on both level and

inclined slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand and finger movement in the performance of daily duties both in the field and office setting. Typical examples of requirements include:

- Use of near and far vision: inspecting construction work, reading plans and specifications, reviewing documents, using computers, and operating assigned equipment.
- Use of acute hearing: during phone conversations, communicating with other individuals, listening for auditory signals or cues from office and field/construction equipment.
- A Physical Demand Analysis was performed for the Director of Engineering and Operations that identifies essential tasks related to this position. Specific strength and motion requirements have been identified in the Analysis for each essential task and establishes the physical demands that will be required of the incumbent. The ability to lift, carry, pull and push tools, supplies and other equipment of varying weight up to approximately 40 pounds is required. Reference the Director of Engineering and Operations Essential Functions - Physical Demand Assessment Report for strength and motion requirements to perform essential functions of this position. To qualify for this position, a functional capacity test will be administered following an offer of employment, but prior to employment, to determine if the individual can meet the strength and motion requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.
- Office related duties will require extended periods sitting and keyboarding at a computer workstation and use of other common office equipment on a regular basis.
- Employees of the District are, by State and Federal law, Disaster Service Workers (CA Government Code, Section 3100). In the event of a declared emergency, any employee may be assigned activities that promote the protection of public health and safety, or the preservation of lives and property, either at the District or within the local community.

MINIMUM QUALIFICATIONS

Education and/or Experience:

The following minimum education and experience requirements must be possessed to provide the required knowledge, abilities, and skills necessary for the position:

- Possession of a Bachelor of Science degree in Civil Engineering, or closely related field, from an ABET accredited college/university engineering program.
- Five (5) years of broad and progressively responsible experience as a professional engineer supervising professional, technical, and administrative staff.
- Specific knowledge and experience in the field of wastewater treatment and or wastewater collection systems.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid Class C California driver's license is required to perform the duties of the position. Continued maintenance of this driver's license in compliance with established District vehicle operation standards, and the ability to be insured for the operation of a vehicle in accordance with the terms and conditions of the District's insurance program are conditions of employment.
- Possession of a current and valid license as a Civil Engineer, issued by the California Board for Professional Engineers, Land Surveyors, and Geologists.

KNOWLEDGE/ABILITIES/SKILLS

The following are representative samples of KAS's necessary to perform essential duties of the position.

Knowledge of:

- Current principles, best practices and methods of civil engineering, planning, public works administration, construction, and facility and systems operation and maintenance.
- Organizational leadership, and effective management and supervision techniques.
- Public works administration, specifically administration of engineering and operations department functions, budgets and contracts.
- Applicable federal, state and local laws, codes and regulations, including District ordinance codes and policies, and design standards.
- Current Waste Discharge Requirements (WDR) and associated responsibilities of the Enrollee and Legally Responsible Official (LRO).
- CalOSHA General Industry and Construction Safety Orders, and District health and safety program.
- English language and proper grammar, spelling, vocabulary, and punctuation.
- Computers, computer technology, Microsoft Office Suite software, Computerized Maintenance Management System (CMMS), and Geographical Information System (GIS).
- Safe and defensive vehicle operation and California Vehicle Codes.

Ability and Skill to:

- Plan, direct, manage, and coordinate work of the Engineering and Operations Division.
- Plan, develop, and manage department budgets, including funding for capital projects, fixed assets, and fleet.
- Properly interpret, apply, and make informed decisions in accordance with laws, codes, regulations, ordinances, and policies.
- Perform the duties of a Legally Responsible Official, administer and execute requirements defined in the current WDR, including updates to the Sewer System Management Plan (SSMP), perform SSMP Audits, complete the Annual Reports, and update the Spill Emergency Response Plan.

- Analyze complex planning, engineering, and maintenance issues, and ability to evaluate alternatives and implement sound solutions.
- Evaluate current standard operating procedures and practices, as necessary, to improve organizational effectiveness and efficiency.
- Effectively manage, supervise, and motivate division personnel.
- Develop and administer sound divisional goals, objectives, policies and methods for evaluating achievement and performance levels.
- Assist and encourage staff in their professional development and career advancement through training opportunities and participation in local and state organizations (CWEA, APWA, PUG, etc.).
- Review, administer, and manage the District's health and safety program and risk program.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner to meet critical deadlines.
- Prepare and present clear and concise reports, Board memorandums, correspondence, policies, procedures, and other written materials using proper grammar, spelling, vocabulary, and punctuation.
- Effectively communicate with tact, diplomacy, and professionalism in person, through formal correspondence, e-mail, and over the phone.
- Establish and maintain positive working relationships with representatives of community organizations, state/local agencies, contractors, District staff, and the public.
- Effectively and proficiently utilize a computer and software including Microsoft Office Suite (Word, Excel, PowerPoint, Access, Projects, and Outlook), Computerized Maintenance Management System (CMMS) , and Geographical Information System Mapping (Arc GIS) to schedule meetings, e-mail communication, create letters and reports, generate spreadsheets and graphs, develop PowerPoint presentations, extract and display GIS information, evaluate work processes, and monitor work resources and productivity.
- Drive a motorized vehicle safely, responsibly, and in accordance with California Vehicle Codes.