



TAHOE CITY PUBLIC UTILITY DISTRICT Job Description

Job Title: District Engineer/Assistant General Manager
Department: Engineering
Supervised By: General Manager
FLSA Status: Exempt
Revised as of: January 2015

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; and to assist the General Manager in administering and coordinating the activities and operations of the District.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the General Manager.

Exercises direct supervision over management, professional, 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 department goals and objectives; recommend and administer policies and procedures.
- Direct, oversee and participate in the development of the Engineering Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Supervise and participate in the development and administration of the Engineering Department budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Coordinate the activities and communication of the department with other District departments, outside agencies and the public.
- Research and prepare technical and administrative reports and studies.
- Establish schedules and methods for the construction of public works projects.
- Inspect and evaluate operations and activities of assigned responsibilities.
- Recommend improvements and modifications.
- Review construction plans prepared by private engineers or oversee preparation of construction plans 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.
- Assume full authority and responsibility of District Operations upon absence of General Manager.
- 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 local, city, county, state and federal governments.
- Ensure full knowledge of all District plans, programs, budgets, policies and activities.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the Department.
- Prepare and present reports and accomplish special assignments as requested by the General Manager.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish and maintain effective working relationships with co-workers, District Directors, consultants, other agencies, the public 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

- Attend meetings and serve as staff to General Manager.
- 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 or traffic.
- Principles and practices of leadership, motivation, team building and conflict 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.
- Principles of effective public relations.
- Modern office practices, methods, and computer equipment.
- Safe work practices.
- Principles and practices of customer service.

2. Ability to:

- Plan, direct and control the administration of the Engineering Department.

- Develop and implement department 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 and studies.
- Gain cooperation through discussion and persuasion.
- Successfully develop, control and administer departmental budget 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.
- 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.
- Effectively serve as administrative agent of the Board.
- Provide leadership.
- Supervise, train and evaluate assigned personnel.
- 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: Ten (10) years of increasingly responsible experience in professional civil engineering. Five years of experience in an administrative or management position with a minimum of three years' experience as a Department Head with the Tahoe City Public Utility District.

2. Certification & Licensing Requirements:

- California Registered Professional Civil Engineer.

- Possession of appropriate and valid driver's license and driving record that complies with District policy.

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: 01/15/2015

Classified by: 

Date: 01/15/2015

Approved by: 

Date: 01/15/2015