



JOB DESCRIPTION

TITLE: Engineering & Development Director
STATUS: Non-Union/FLSA Exempt
GRADE: Grade 23

JOB SUMMARY:

Plans, organizes, directs, and controls the functions of the Engineering & Development Department.

REPORTING RELATIONSHIPS:

This position reports to the General Manager and supervises Construction Managers, the Capital Projects Manager, the Utility Planner, the Development Engineer, and an Administrative Assistant.

ESSENTIAL DUTIES include but are not limited to the following.

- Carries out direction of the Board and General Manager; develops department vision and work plans; determines performance standards and sets department goals;
- Responsible for the accomplishment of Engineering & Development strategies and tactics within the District's strategic plan; recommends changes to the plan;
- Hires, manages, supervises, develops, coaches, and mentors assigned staff; administers disciplinary actions when necessary; responsible for the development of all department employees;
- Serves as the District's primary development official; coordinates efforts with developers; oversees the development, revision, and implementation of District engineering standards; directs developer extension plan review and the inspection of all private construction and capital projects;
- Responsible for the development and implementation of the District's Capital Improvement Plan (CIP); directs engineering design activities and the management of capital projects; works with officials from other jurisdictions to coordinate projects and system development;
- Oversees the development, revision, and implementation of the Water and Wastewater Comprehensive Plans; works closely with District management team to coordinate planning, development, maintenance, and financing of the water and wastewater systems;
- Serves as a key member of the District's asset management team; provides guidance, strategic advice, and technical expertise to ensure the success of the District's asset management program;
- Implements, develops, or directs the formulation of both the department and CIP budget; reviews and approves programmatic expenditure recommendations, requests, and changes; advocates for department financial resource needs;
- Develops and implements department policies and procedures;
- Communicates with the public, contractors, government agencies, and District staff to receive complaints and suggestions, provide information and explanations regarding projects, activities, decisions, and resolves disputes and conflicts as needed;
- Updates District management team, the Board of Commissioners, and others regarding projects, policy issues, matters of mutual concern, the status of department efforts;

- Reviews, approves, develops, negotiates, and resolves disputes on contracts and other legal agreements;
- Represents the District on regional committees and with industry related professional associations;
- Directs the maintenance of development records, files and documentation; and
- Performs other duties as required or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Team building and leadership;
- Principles and practices of supervision;
- Mentoring, coaching, and employee development;
- Principles and practices of civil engineering, plan review, and construction management;
- Visioning and strategic planning;
- Communication, both oral and written, including strong listening and interpersonal skills as applied to interaction with employees, coworkers, supervisors, the general public, etc. sufficient to exchange or convey views, recommendations, and information and to receive work direction;
- Developing, implementing, analyzing, and interpreting policies, procedures, engineering standards, and regulations;
- Planning, development, and implementation of capital improvement programs;
- Public budgeting, finance, procurement, and contract management;
- Asset management;
- Exceptional customer service;
- Giving public presentations;
- Conflict resolution, mediation, facilitation, and negotiation;
- Laws and regulations relating to the management of public records;
- Using GIS, AutoCAD, project management software, work order and inventory systems, and other engineering related technical tools and applications; and
- Using office equipment such as computers, Microsoft Office Suite, other software programs, and phones.

EXPERIENCE/EDUCATION:

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be five years of related experience at a supervisory level in engineering, construction management, planning, or related field, and a Bachelor's degree in civil engineering, construction management, planning, public administration or related field. Engineering background and Professional Engineer certification preferred but not required. Experience with water or wastewater systems preferred but not required.

WORKING CONDITIONS:

Duties are primarily performed in an office environment while sitting at a desk, drafting table, or computer terminal but may also require travel to meetings and field inspections of construction projects. When in the field, the employee may be exposed to adverse weather conditions, automobile traffic, and construction hazards. Duties require visual inspection of construction drawings and projects.

PHYSICAL REQUIREMENTS:

This position typically requires climbing on stairs, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, talking, hearing, seeing, and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.

Approved: