

SOUTH BAYSIDE SYSTEM AUTHORITY

Job Description

February 2011

Disclaimer – Class descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They cannot include, and not intended to include, every possible activity and task performed by every specific employee.

JOB TITLE: Engineering Manager

FLSA: Exempt

SUMMARY

Plan, organize, direct and manage the Engineering functions of the South Bayside System Authority (SBSA); coordinate and direct the needs and activities of the SBSA Capital Improvement Program; assist the Manager in the overall formulation and administration of SBSA programs and activities; supervise and participate in the conduct of complicated engineering, operations and maintenance planning, design, and investigation activities connected with the maintenance, operation, expansion and refurbishment of a system of sanitary treatment and conveyance facilities; perform special managerial and other duties as required.

Administrative direction is provided by the SBSA Manager.

Exercises direct and general supervision over professional and technical personnel in the Engineering group as part of the Engineering Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Manage the Engineering Department of the SBSA, making independent decisions as necessary.
- Responsible for implementing and managing the SBSA Capital Improvement Program including planning, scheduling, evaluating, negotiating and managing Engineering Department staff, consultants and contractors, coordinating work flow with the O&M Department, developing budgets and performing annual updates of the CIP plan.
- Work in conjunction with existing SBSA staff to transfer facility knowledge to the Engineering Manager as applicable.
- Develop and maintain a detailed and intimate knowledge of the SBSA treatment and conveyance systems; allowing for a strong understanding and ability to explain to others how the systems function and evaluating impacts for presentation to affected departments.
- Take an active part in the establishment of SBSA policies, standards, and procedures and assist in long-range planning.
- Responsible for the communication of SBSA policies and procedures through departmental staff meetings, delegating responsibilities and authorities to various SBSA personnel, consultants and contractors.
- Coordinate work requirements of projects with that of other departments.

- Responsible for administering and implementing all SBSA safety programs, regulations and requirements with employees, contractors and consultants related to CIP and other projects.
- Manage departmental personnel matters including programs, evaluations, promotions, transfer, and disciplinary actions.
- Prepare engineering plans, designs and specifications for the construction of small “in-house” projects for pump stations, force mains and wastewater treatment facilities.
- As required prepare profiles, cut sheets; establish grades; make horizontal and vertical alignments and computations; estimate quantities of materials; calculate sewage flows and line capacity, structural stresses, areas, and survey closures; and/or coordinate the efforts of contracted consultants performing said work on behalf of SBSA.
- Prepare preliminary and final cost estimates; prepare and check legal descriptions for annexations, deeds, easements and right-of-ways.
- Coordinate and direct all investigations, studies, research, analyses, programs and projects, assigned to or being a responsibility of the department.
- Represent the Authority at public and professional meetings and conferences; confer with the public and representatives of other agencies.
- Prepare reports and position papers and submit appropriate materials to the Manager for necessary action.
- Administer the fiscal affairs of the Engineering Department including the preparation of the annual budget and control of expenditures,
- Act on behalf of the SBSA Manger, as assigned.
- Perform other related duties, as assigned.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Principles and techniques of organization, management, personnel administration, budgeting, cost control, staff development including and understanding the importance of authority, responsibility, accountability, motivation, and delegation
- Engineering principles and practices as related and applied to design, construction, and operation of wastewater conveyance, treatment and disposal systems and facilities
- Materials, procedures, and equipment used in construction, operation, and maintenance of wastewater conveyance, treatment and disposal facilities
- Construction and Project Management principles and practices related to implementation of CIP projects in a municipal setting
- Capital Improvement Program management, planning, budget and implementation practices
- Local, regional, state, and federal laws and regulations related to the conveyance, treatment and disposal of wastewater

Ability to:

- Plan, organize, and direct the work of a comprehensive and complex department
- Apply engineering principles and techniques to the solution of design, operation, and maintenance problems of substantial technical difficulty
- Establish and maintain cooperative working relationships in the department and with other departments and divisions of the Authority and with persons and organizations dealing with the Authority
- Prepare clear and concise reports and specifications
- Perceive and analyze problems correctly and take effective action
- Prepare budget and control expenditures

EDUCATIONS and/or EXPERIENCE:

Any combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities. A typical way to obtain these would be:

Ten (10) or more years of progressively responsible professional engineering experience including at least six (6) years of which were in a management position with a publicly owned water or wastewater utility, engineering firm, construction firm, environmental related industry, or similar organization.

Equivalent to graduation from an accredited college or university with major work in civil, chemical, mechanical, sanitary or environmental engineering. A Master's degree in Engineering, Sanitary Engineering, or Business Administration is desirable.

Possession of a valid Certificate of Registration as a Professional Civil (or other related field) Engineer issued by the California State Board of Registration; Certificate of Registration as a Professional Engineer from another State and the ability to acquire valid Certification as a Professional Engineer in the State of California within one (1) year of hire date.

Possession of a valid California Driver's License. The incumbent must continue to meet all of the provisions of the Driving Policy as a condition of continued employment.

PHYSICAL DEMANDS:

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, stoop and crouch. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee is frequently required to stand and walk. The employee must regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds.

The employee is frequently required to walk up and down stairs, to climb up and down ladders, and to enter process tanks via manways, hatches, and other limited means of ingress and egress. Employee will occasionally be required to enter permitted and non-permitted confined spaces. The employee will regularly be walking in and through construction zones. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate and occasionally extreme, requiring hearing protection. The work performed is in a standard office environment using a computer and walking through industrial facilities and construction sites. While performing the duties of this job, the employee frequently is required to sit and stand, walk, stoop and crouch. The employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee must be able to regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.