



**JUNE 2026  
EXEMPT**

## **DISTRICT ENGINEER**

### **DISTRICT OVERVIEW AND CORE VALUES**

Mission: To protect public health and the environment while providing its customers the highest level of service consistent with prudent management of public funds.

### **CORE VALUES**

- Safety: We are committed to the health and protection of our employees and community. We proactively foster a culture of care and vigilance, prioritizing safety over all else.
- Teamwork: We are committed to the power of collaboration through mutual respect, support, and trust to achieve success.
- Integrity: We are committed to honest, ethical, responsible, and transparent behavior while holding the public's interests above our own.
- Communication: We prioritize open, timely, transparent, and respectful communication in all our interactions.
- Service: We are dedicated to meeting the needs of our community and customers by delivering quality service.

### **JOB SUMMARY**

Under administrative direction, this position plans, organizes, directs, and reviews the activities and operations of the Engineering Department, including Information Systems, capital project planning, environmental planning, design, construction and permitting programs. This role coordinates with other departments, and outside agencies, ensures compliance with technical specifications; provides complex technical support to the General Manager; and performs other duties as assigned.

### **CLASS CHARACTERISTICS**

- This single-position management class requires high level or professional skill and independent judgement to achieve departmental goals and oversee complex engineering and technical functions. The incumbent is accountable for departmental planning, operations, and advancing District objectives within general policy guidelines. The class is distinguished by its responsibility for directing District-wide engineering and technical activities.

### **SUPERVISION RECEIVED AND EXERCISED**

- Receives administrative direction from the General Manager. Provides administrative direction to professional staff and general direction to administrative support staff.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

- Develops and implements departmental goals, objectives, policies, and procedures; interprets laws and regulations.
- Directs the engineering work plan; assigns projects, monitors workflow, evaluates staff performance, and provides direction to professional and administrative support staff.
- Manages engineering, IT, inspection, and mechanical & electrical staff.

- Recommends and administers policies, design standards, and specifications, including ordinances, to ensure regulatory, financial, and legal compliance.
- Develops contracts and oversees selection of engineering consultants; manages RFP, bidding, and contract award processes.
- Oversees the development of consultant requests for proposal for professional and/or construction services and the advertising and bid processes; evaluates proposals and recommends project award; administers contracts after award.
- Negotiates and administers construction contracts; ensures compliance with standards, schedules, and budgets; resolves issues and approves changes.
- Conducts engineering studies, evaluates alternatives, prepares reports, and makes recommendations to the Board of Directors.
- Provides information and technical assistance to property owners, contractors, developers, and the public regarding standards, codes, and requirements.
- Oversees field inspections of wastewater collections facilities and contractor and district crew work.
- Oversees departmental planning and coordination for upgrades, repairs, and maintenance for SCADA, lift station, and associated systems,
- Estimates capacity, connection fees, and inspection fee charges for new development.
- Leads capital improvement planning, conceptual design, and resolution of major project issues.
- Coordinates engineering activities across departments and provides technical advice to the General Manager and management team.
- Represents the District with regulatory agencies, community groups, and professional organizations.
- Prepares and administers the Engineering Department budget, monitors expenditures.
- Oversees staff selection, training, development, evaluation, and discipline.
- Maintains engineering records, project files, and the District's Geographic Information System (GIS).
- Monitors changes in laws, regulations, and technology; implements necessary updates.
- Provides technical advice to management and the Board; keeps the General Manager informed.
- Attends Board meetings and delivers staff reports.
- Serves administrative on-call.
- Contributes to a positive work environment and performs other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience**

Any combination of education and experience that provides the required knowledge, skills and abilities to perform the essential functions of the position, including, but not limited to:

Equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering or a related engineering field and five (5) years of professional engineering in the water/wastewater industry, including three years in a supervisory or management position.

### **Licenses and Certifications:**

- Must possess California State Registration as a Professional Civil Engineer.
- Possession a valid California (or Nevada) Class C driver's license with a satisfactory driving record (desirable).

### **Knowledge of:**

- Principles and practices of civil engineering as applied to the planning, design, estimating, construction, and inspection of wastewater collection and conveyance facilities.
- Wastewater collection utility operations and maintenance.
- Environmental impact assessment and regulatory processes.

- Methods, materials, and techniques for public utilities construction.
- Public works contracting laws and contract management.
- Organizational and management practices for program evaluation.
- Public agency budget development and administration.
- Administrative principles, including goal setting, program implementation, and staff supervision.
- Computer applications related to engineering, including CAD.
- Applicable federal, state, and local laws, regulations, and policies.
- Research methods, alternative evaluation, and technical report preparation.
- Safety practices, and customers service techniques.

**Ability to:**

- Plan, organize, and direct an effective engineering services program.
- Conduct complex engineering research, evaluate alternatives, and prepare effective technical reports.
- Interpret, apply, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Represent the District effectively with the Board, agencies, and community groups.
- Prepare clear and concise reports, correspondence, and policies.
- Select, train, develop, motivate, and evaluate staff.
- Prepare clear and concise reports, correspondence, and policies
- Exercise tact, initiative, and independent judgement within established guidelines.
- Communicate effectively in person, in writing, and through public presentations.
- Manage records and maintain positive working relationships.

**SUPPLEMENTAL INFORMATION**

**PHYSICAL DEMANDS**

Ability to work in a standard office environment using standard office equipment, including computers; read printed materials and screens; and communicate in person, before groups, and by telephone. Primarily sedentary, with occasional standing, walking, bending, stooping, kneeling, reaching, and lifting up to 25 pounds with proper equipment.

**ENVIRONMENTAL ELEMENTS**

Work is performed primarily in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees will communicate and interact with both staff and members of the public in interpreting and enforcing District and departmental policies and procedures.

**WORKING CONDITIONS**

Occasional attendance at off-hours meetings is required. May be required to respond during off hours to provide engineering/technical assistance as required.