



TAHOE CITY PUBLIC UTILITY DISTRICT

Job Description

Job Title: District Engineer
Department: Engineering
Supervised By: Assistant General Manager
FLSA Status: Exempt
Revision Date: January 2023

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 perform related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Assistant General Manager.

Exercises direct supervision over assigned professional, technical, and administrative support personnel and indirect supervision over 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 workflow; review and evaluate work products, methods, and procedures.
- Direct, oversee, and participate in the development of the Capital Improvement Program's work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.
- Direct, oversee, and participate in the development and administration of the Engineering Department and District Capital Improvement Program budgets; forecast additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Establish schedules and methods for the permitting, design, and construction of public works projects.
- Review construction plans and specifications prepared by private engineers or outside agencies and oversee preparation of construction plans and specifications by staff.
- Review and participate in the preparation of environmental assessments and studies.
- Meet with developers to discuss planned projects and resolve design problems.

- Participate in District board meetings.
- Assist with the preparation of various applications for federal and state grants.
- Conduct studies, analyze data, make recommendations, and prepare reports and presentations on a variety of subjects.
- Evaluate procedures, operations, and activities of assigned areas of responsibility and recommend and implement improvements and modifications; prepare various reports on operations and activities.
- Recommend the appointment of personnel; train, motivate, and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of assigned workgroup.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish, maintain, and foster positive and effective working relationships with co-workers 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

- Conduct studies, analyze data, make recommendations, and prepare reports and presentations on a variety of subjects.
- Attend and participate in public and internal meetings.
- Assist with long-range planning, asset management, and capital infrastructure planning.
- Review and make recommendations on technical and administrative 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, parks, and other public facilities.
- Principles and practices of negotiation, leadership, motivation, team building, conflict management, and dispute 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.
- Applicable Federal, State, and local laws, rules, and regulations regarding municipal public works design and construction and local government operations.
- Principles and practices of organization, administration, and personnel management.
- Principles of budgeting preparation, monitoring, and analyzing.
- Principles of supervision, training, and performance evaluation.
- Principles and practices of safety management.
- Modern office practices, methods, and computer equipment, including relevant software applications.
- Principles and practices of customer service.
- Safe work practices.

2. Ability to:

- Organize, implement, and direct the operations and activities of the assigned workgroup.

- Develop and implement 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 policies.
- Gain cooperation through discussion and persuasion.
- Successfully develop, control, and administer budgets 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.
- Understand, interpret, and 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 performing complex engineering calculations and checking engineering computations for accuracy.
- Explain regulations and procedures to consultants, contractors, developers, the general public, representatives of other public agencies, and staff.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.
- Prioritize and exercise sound judgment within areas of responsibilities.
- Organize and prioritize a variety of tasks in an effective and timely manner for self and others.
- Lead, supervise, train, and evaluate assigned staff in an effective and positive manner.
- Act independently and make decisions conforming to District policies, procedures, standards, and ordinances.
- Perform all job duties in an organized and efficient manner with the ability to adjust priorities and perform multiple tasks.
- 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 progressively responsible project and program management experience in civil engineering, preferably related to water, wastewater, parks and recreation, or other appropriate public works, with at least five (5) years of progressively responsible experience managing an engineering workgroup, preferably in the public sector.

2. Certification & Licensing Requirements:

- California Registered Professional Civil Engineer or ability to become registered in California within six (6) months of appointment.
- Possession of appropriate and valid driver's license and driving record that complies with District policy.

ENVIRONMENTAL 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.

Work is sometimes performed in an outdoor field environment with exposure to hot and cold temperatures; inclement weather; solvents and chemicals; water and electricity; and excessive noise.

PHYSICAL JOB ANALYSIS

Daily Occurrence defined as: RARELY \leq one hour per day; OCCASIONALLY one to three hours per day; FREQUENTLY three to six hours per day; CONTINUOUSLY six to eight hours per day.

1. Gross Body Movement

<u>Activity</u>	<u>Daily Occurrence</u>
Sitting	Continuously
Standing	Occasionally
Walking	Occasionally
Walking on uneven terrain	Rarely
Driving	Rarely
Hearing	Continuously
Speaking	Continuously
Seeing	Continuously

2. Job-Specific Body Movement

<u>Activity</u>	<u>Daily Occurrence</u>
Bending at waist	Occasionally
Climbing (stairs/ladders/etc.)	Occasionally
Crawling	Occasionally
Crouching	Occasionally
Kneeling	Occasionally
Pushing (10 lbs.)	Occasionally
Pulling (10 lbs.)	Occasionally
Stooping	Occasionally

Working at heights (10 ft)	Occasionally
Working/Reaching above shoulder level	Occasionally
Working/Reaching below shoulder level	Continuously
Working/Reaching at desk level	Continuously

3. Lifting

<u>Weight</u>	<u>Daily Occurrence</u>
1 to 10 lbs.	Occasionally
11 to 25 lbs.	Occasionally
26 to 50 lbs.	Rarely
51 to 75 lbs.	N/A
76 to 100 lbs.	N/A
Over 100 lbs.	N/A

4. Hand Coordination

<u>Activity</u>	<u>Daily Occurrence</u>
Hand	
Pulling	Rarely
Pushing	Rarely
Fine Manipulation	
Typing/Keyboard	Continuously
Calculator	Occasionally
Writing	Frequently
Hand tools	Rarely
Equipment (nuts/bolts, etc.)	Rarely
Simple Grasping	
Files	Occasionally
Computer mouse	Continuously
Phone receiver	Frequently
Power Grip	
Power tools	Rarely
Equipment (shovel, etc.)	Rarely
Arm	
Lateral	Rarely
Rotation	Rarely

5. Height of Objects Reached/ Used

<u>Object</u>	<u>Height</u>
Filing cabinets	Up to 6 feet
Shelves/Storage	Up to 8 feet

6. Mental Requirements

<u>Activity</u>	<u>Daily Occurrence</u>
Analyzing	Continuously
Identifying	Continuously
Interpreting	Continuously
Knowing	Continuously
Observing	Continuously
Problem Solving	Continuously
Remembering	Continuously
Understanding	Continuously
Explaining	Continuously

APPROVED BY: Sean Barclay, General Manager on December 20, 2022