



<b>Classification Unit:</b>	<b>Executive</b>
<b>Salary Range:</b>	<b>As Contracted</b>
<b>Last Revision:</b>	<b>December 2021</b>

## **ASSISTANT GENERAL MANAGER – DISTRICT ENGINEER**

### **Definition/Summary**

Under general/administrative direction, the Assistant General Manager (AGM)/District Engineer plans, organizes, manages, directs, and supervises the engineering operations and operations and maintenance functions of the District.

### **Essential Functions**

- Plans, organizes, coordinates, directs, and reviews the work of professional and technical engineering staff.
- Assumes responsibility for the preparation and administration of the annual engineering and O&M budgets.
- Assists the General Manager with the development of a Capitol Improvement Budget, major construction projects, and development of District facilities and future agricultural and municipal water supply projects.
- Provides consultation for District management regarding engineering issues and problems.
- Resolves problems of facility location, construction, maintenance, and related functions.
- Provides general guidance on the development of bids, contracts, and other matters related to engineering functions.
- Oversees the development of engineering plans and specifications, including the establishment of general District engineering standards.
- Assumes responsibility for coordination of District projects with professional engineering consultants, including the approval of plans and specifications developed by consultants.
- Directs the preparation and reviews a variety of engineering reports and technical analyses.
- Represents the District in coordination with other utilities, regulatory agencies, governmental bodies, planning agencies, trade and professional associations, technical groups, and developers.
- Coordinates the progress, inspection, and proper completion of major construction projects.
- Prepares a variety of correspondence and reports related to engineering functions.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Oversees and manages the Engineering and Operations and Maintenance Departments of the District.
- Oversees and manages the District's contract water treatment plant operator.

## **Other Duties**

- Assists the General Manager in the importation of Central Valley Project Water.
- Plans and oversees the District water operations including groundwater management, river/reservoir operations, and imported water supply
- Regularly updates the General Manager regarding personnel operations, problems, policies, and administrative information.
- Represents the General Manager at meetings and conferences as delegated.
- Provides support to the General Manager in making presentations regarding engineering issues to the Board of Directors.
- Performs related duties as assigned.

## **Job Standards/Specifications**

### **Knowledge of:**

- Principles and practices of civil engineering with particular emphasis on the design and construction of groundwater recharge, water development and distribution, water treatment and other hydraulic projects and facilities.
- Principles of engineering economics and their practical application to water development, water distribution, and water treatment projects.
- Laws, rules, ordinances, and legislative processes governing water rights, water development, water pollution, and recycled water projects.
- Public finance, budget development and fiscal controls, and capital improvement fiscal planning.
- Contract development and administration.
- Principles and practices of water supply development, chemical and biological aspects of water pollution, and local water problems, including their relationships to State and regional plans.
- Principles of organizational management, planning, staffing, supervision, and employee development.
- Principles and practices of personnel administration.
- Principles and practice of water distribution, reservoirs, and pump stations.

### **Ability to:**

- Plan, organize, manage, and develop District engineering functions, particularly as they affect irrigation, groundwater management, water distribution system development, water conservation, water pollution, and recycled water.
- Prepare and carry out personnel, budgeting, and training activities as they relate to District engineering staff and Operations and Maintenance Staff.
- Coordinate District engineering functions with District activities and services.
- Develop long-range capital improvement plans.
- Prepare and monitor budgets.
- Oversee the development of plans, specifications, and District engineering standards.
- Ensure proper completion and inspection of major construction projects.

- Direct the preparation and review of engineering studies and reports.
- Use computer systems and software packages related to engineering analysis and functions.
- Effectively represent the District's engineering functions with the public, other government agencies, contractors, developers, and professional engineering consultants.
- Ensure proper operation and maintenance of District water storage and Distribution facilities.

### **Typical Physical Activities**

- Travels by airplane and automobile in conducting District business.
- Frequently walks in uneven terrain, in an outdoor environment, making inspections of District facilities and construction projects.
- Work at a desk for an extended period of time.
- Work in an office environment, lift and move objects up to 15 pounds such as large binders, books, and small office equipment.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Regularly uses a telephone for communication.
- Use office equipment such as computers, copiers, and FAX machines.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.

### **Environmental Factors**

Office environment; exposure to computer screens; field environment; travel from site to site; work in or with water; access and work in confined spaces and high areas; work in or around deep or fast moving waters; exposure to noise dust, grease, smoke, vibration, fumes, gases, chemicals, mechanical hazards, inclement weather.

### **Physical Conditions**

Ability to work in a standard office environment with the ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 15 pounds.

### **Desirable Qualifications**

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

Education: Completion of a Bachelor of Science Degree from an accredited college or university in Civil Engineering, with an emphasis on hydrology; or four years of equivalent work experience in this field.

Experience: Seven years of increasingly responsible professional engineering experience in design and construction of irrigation, groundwater management, water treatment and

distribution, and water treatment facilities, including at least five years in a management or supervisory capacity.

### **License Certificate Registration Requirement**

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

Possession of a valid and current certificate of registration as a Civil Engineer issued by the State of California.

Approved on: December 6, 2021  
Jeff Cattaneo  
District Manager

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.