

Central Marin Sanitation Agency
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ENGINEERING MANAGER

SUMMARY

Under direction from the General Manager, manages the Agency's Capital Improvement Program, and various Agency engineering and asset management projects and programs from evaluation through design and construction, manages the day to day operations of the Engineering Department, serves as Agency Engineer when working with internal and external stakeholders, advises on wastewater process control issues, provides engineering and technical advice and support to Agency staff, and performs other duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to the following:

- Develops, monitors, and manages the Agency's 10-Year Capital Improvement Program.
- Manages day-to-day operation of the Engineering Department, including supervision of subordinate employees and development and management of the Department operating budget.
- Develops and implements processes for selecting consultants to assist the Agency in studies, design, and construction related services.
- Confers with vendors and consultants regarding systems and technologies, and recommends improvements to facilities, equipment, and operational procedures.
- Manages preparation of cost estimates for Agency projects, and prepares estimates for the most complex projects.
- Acts as a project manager, construction manager, and/or project engineer on assigned Agency projects.
- Manages capital improvement projects, including: bid analysis; recommending consultants and contractors; preparing contracts; reviewing submittals; inspecting work in progress; approving or recommending design changes, as appropriate; recommending approval of progress payments; and negotiating and preparing contract changes.
- Manages procurement contract administration.
- Acts as Agency Engineer, representing CMSA's interests in meetings with a variety of stakeholders, including developing, awarding, and administering cooperative multi-agency contracts or projects.
- Advises and assists Operations staff on wastewater process control matters to evaluate and improve operational efficiency.
- Analyzes and researches new technologies, products, equipment, codes, and regulations.
- Coordinates and performs various technical studies related to wastewater collection, transport and treatment, ensuring compliance with regulatory agency requirements, improving treatment plant processes for increased reliability and efficiency, and evaluates and recommends cost effective alternatives.
- Prepares effective technical, statistical, written and narrative reports and correspondence; ensures proper maintenance of records.
- Schedules, monitors, coaches, and trains employees on professional standards and Agency policies and procedures
- Manages the design and review of drawings and engineering specifications for various capital improvement projects and other Agency projects.
- Manages electronic and paper-based technical document management systems.
- Administers the Agency's cathodic protection program.

- As requested by the General Manager, makes presentations to the Board of Commissioners and other stakeholder groups.
- Responds to stakeholder complaints and proactively assists in solving problems related to Agency projects and programs; interprets plans and policies; confers with and provides information to a variety of stakeholders on conformance to standards, plans, specifications and codes.

SUPERVISORY RESPONSIBILITIES

Supervises subordinate Engineering Department staff. Carries out management responsibilities in accordance with Agency policies and procedures, and applicable labor, regulatory and safety laws. Responsibilities include interviewing, preparing hiring recommendations, and training employees; planning and assigning staff coverage, and directing work; tracking and authorizing time sheets; establishing staff work expectations, performance goals, and work plans; appraising employee performance; rewarding and disciplining employees; investigating, addressing and resolving personnel complaints and related problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND/OR EXPERIENCE

Bachelor's degree (B.S.) from four-year ABET-accredited college with major coursework in Civil, Mechanical, Environmental, or Sanitary Engineering. Graduate degree in Environmental/Civil Engineering desirable.

Five years of professional level engineering experience in a water, wastewater or environmental related setting at the senior engineering level is desirable.

INTERPERSONAL SKILLS

Ability to interact with others (co-workers, supervisors, subordinates, vendors, and members of the public) in a professional manner; to accept constructive criticism from supervisors, peers, and subordinate employees; to recognize the need for, and to seek assistance or clarification as needed; to work independently; to handle work-related stress in a professional manner; to prioritize assignments and meet deadlines; to prevent personal problems from adversely impacting work for self or others; to arrive at work as scheduled and to work the hours as agreed upon and scheduled.

LANGUAGE SKILLS

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write reports, correspondence, and procedures. Ability to effectively present information and respond to questions from staff, other departments' managers, customers, the public, and technical representatives.

MATHEMATICAL SKILLS

Ability to carry out complex Civil and/or Environmental Engineering calculations involving advanced mathematical concepts such as exponents, logarithms, quadratic equations, permutations, geometry and trigonometry, frequency distributions, determination of test reliability and validity.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical information in mathematical or diagram form and deal with a variety of abstract and concrete variables; to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems; ability to deal with verbal and nonverbal symbolism such as formulas, scientific equations, graphs, etc.)

CERTIFICATES, LICENSES, REGISTRATIONS

Must be registered as a Professional Engineer in the State of California. Must possess a valid California Class C driver's license, have a satisfactory driving record, and continue to meet CSRMA driving standards. Failure to maintain these standards may result in loss of 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. While performing the duties of this job, the employee is regularly required to talk or hear in person, on the telephone, or on the radio. The employee is frequently required to walk, to use hands to finger, handle, or feel, and to sit. The employee is occasionally required to stand, to reach with hands and arms, to climb or balance, and to stoop, kneel, crouch, or crawl.

The employee must lift and/or move up to 25 pounds above the head, and up to 50 pounds to waist height. Specific vision ability required by this job includes the ability to see clearly at 20 inches or less, at 20 feet or more, to judge distances and spatial relationships to see objects where and as they actually are, and to adjust the eye to bring an object into sharp focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to: wet and/or humid conditions, outdoor weather conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, the risk of electrical shock, or to vibration. The noise level in the work environment is usually moderate, with occasional exposure to loud equipment.

SPECIAL REQUIREMENTS

There are no special requirements for this job.

RIGHT TO WORK DOCUMENTATION

Before being hired, all new employees will be required to show documentation as proof of authorization to work in the United States.

Job Title: Engineering Manager
Department: Engineering
Reports To: General Manager
FLSA Status: Exempt
Revised Date: February 2011