



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

ENGINEERING ADMINISTRATION MANAGER

Group-Section: Engineering Services Group	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 064 Job #: TM012
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JOB SUMMARY

Responsible for the development, preparation, analysis, and monitoring of the Engineering Services Group and Sections annual budgets including operations and maintenance and capital, operating equipment, contract services, and expenditures; development of the Group-level business plan, management of human resource-related activities including recruitment and selection, training, performance measures, and safety issues; records management; procurement and contract oversight; coordination of monthly Board Letters and preparation of monthly Board committees' agenda input and minutes; and execution of all administrative studies. Oversees the O&M and capital professional services processes and procedures in the Engineering Services Group; and centralizes the reporting and the invoice approval to ensure conformance to Metropolitan requirements. Also identifies opportunities for improvement in business operations and processes.

OVERSIGHT

Oversight Received: Receives direction from the Group Manager, Assistant Group Manager, Section Manager, or Unit Manager.

Oversight Given: Manages and supervises a staff of professionals, paraprofessionals, and administrative support.

JOB DUTIES

1. Supervises staff including selection, assignment and monitoring of work, coaching, mentoring, counseling, and performance assessment; determines priorities and aligns workload; assesses employees' competencies and develops training plans; trains subordinates in applicable techniques and methodologies; and ensures staff compliance with applicable health and safety standards and requirements.
2. Oversees the approval of the professional services invoices to ensure meeting Metropolitan processes and procedures and deadline requirements. This requires close coordination with the named agreement administrators.
3. Provides administrative services to the organization such as developing and tracking of organizational goals and objectives; analyzing organizational activities and preparing monthly reports; coordinating the development and monitoring of the organizational business plan and performance metrics; reviewing and reporting on status of all organizational activities; may administer professional service consulting contracts; providing input regarding policy and procedures; developing and implementing the Engineering technical and administrative document management procedures; and preparing presentations.

4. Coordinates the development of the group, section, unit, and team budgets; oversees regular monitoring and variance reporting; oversees cost benefit studies; develops and prepares the annual organization essential functions report in support of budget preparation and staffing justification.
5. Leads staff in development of organization (group, sections, units, and teams) strategies, goals, and objectives for customer support and service; plans, develops, and approves schedules, priorities, and standards for achieving team goals; analyzes team activities and prepares reports; develops and monitors team budget; evaluates team resource needs and prepares staffing and consulting requests; and reviews and approves time, reimbursement requests, and purchases.
6. Meets with key customers to work on projects and initiatives and supports applicable customer satisfaction feedback mechanisms.
7. Coordinates, reports, and monitors audit responses and completion of audit follow-ups.
8. Assists in the planning, coordination, and preparation of the annual General Manager's Business Plan when requested. Coordinates the development of strategies, initiatives, and action items that serve as a work plan for each fiscal year with various groups.
9. Leads various initiatives, including the preparation of scopes of work, technical documents, and correspondence; monitoring and reviewing documents to ensure program purpose and scope are being fulfilled; reporting overall progress or status to various levels of management; and coordinating related outreach efforts; and preparing Board related reports and presentations to communicate progress or overall findings.
10. Prepares presentations and other related documents for group and executive management for special events or forums that advance Metropolitan's mission. This may include presentations to secure grant funding for a specific technical area or to advance Metropolitan's strategy and initiatives in fulfilling its mission.
11. Performs research and analytical efforts and coordinates with various groups on developing content for official submission on behalf of Metropolitan in regards to industry and business awards applications, peer review surveys, or equivalent. Works with all groups on technical input, reviews submissions on behalf of the Executive Offices, and coordinates with outside parties on status and follow-up.
12. Serves as a subject matter expert and oversees the Board Letter coordination process to ensure consistency with Metropolitan processes and to maintain high levels of business standards; matrix management of multiple staff; participates with the Executive Offices on board letter and report processes and policies and makes recommendations for enhancement for implementation; and coordinates and resolves board letter coordination responsibilities and issues between staff in one group and staff in another group.
13. Provides oversight and facilitates organizational goals development, tracking, and reporting for the Engineering Services Group. Oversees management forums; develops and prepares program agendas, annual Group Manager evaluation report; reviews and recommends

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organizational and management guidelines; and coordinates business related activities as requested by senior management.

14. Oversees the Engineering Student Internship Program and administers additional internships for other groups; coordinates development and monitoring of student budgets and schedules; reviews and evaluates proposed agreements with universities and resolves issues with terms and conditions as they arise; reviews related invoices; and prepares marketing materials for various audiences.
15. Performs workforce planning and assists in the development and coordination of the succession and workforce development planning; oversees coordination of the skills gap analyses, tracks the technical rotation program, and develops and implements the Leadership Training initiative.
16. Oversees coordination and administration of Engineering's Technical Brown Bag Program.
17. Performs other related job duties as assigned.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university in business administration, engineering, public administration or a related field and eight years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead capacity; or a master's degree from an accredited college or university in business administration, engineering, public administration or a related field and six years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead capacity.

Required Knowledge of: Management and supervisory methods and techniques; principles of organizational and strategic planning; personnel and general disciplinary policies and practices; relevant federal, state, and local laws; principles of budgeting, cost monitoring, and accounting; project management including planning, scheduling, and costing; report writing; performance measurement tools and metrics; policies and procedures related to procurement, contract administration, and other business activities; current industry-wide trends and potential impact on the support business, travel services, facility management; information technology systems and applications relevant to the position; Metropolitan organizations; and Metropolitan facilities and operations.

Required Skills and Abilities to: Manage a diverse workforce; resolve organizational and resource problems; perform financial analysis; plan, organize, and evaluate the work of subordinates and/or project team members; mentor, develop, and motivate staff; determine staffing needs; review work products for detail and adherence to guidelines; facilitate teamwork; establish and maintain collaborative working relationships with all levels within the organization, other agencies, and the public; exercise a high level of customer service; use business and project management applications and methodologies; communicate orally and in writing on administrative and technical topics; negotiate and build consensus; exercise judgment and discretion; devise long-term planning strategies; prepare reports, presentations, and analytical studies for all levels of management; interpret policies, rules, and regulations relative to the section or group; and represent Metropolitan on various business transactions as needed.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- Valid California Class C Driver License

Registrations

- None

DESIRABLE QUALIFICATIONS

None

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered 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.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

Vision Requirements: No special vision requirements

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