



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

ENGINEERING SERVICES SECTION MANAGER

Group-Section: Engineering Services Group - Engineering Services Section	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 073 Job #: SM015
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JOB SUMMARY

Responsible for managing the Engineering Services Section that includes the functions of program management of projects, design, construction inspection, infrastructure monitoring, environmental planning, and facility planning. Also includes oversight of multi-billion dollar design and construction program within the Capital Investment Plan.

OVERSIGHT

Supervision Received: Receives administrative direction from the Assistant Group or Group Manager.

Supervision Given: Manages and supervises a staff of managers.

JOB DUTIES

1. Leads the development and implementation of the section's business plan and long-range strategies and assures they align with the General Manager's business plan and actions adopted by the Board of Directors.
2. Directs the development of the section's vision and business strategy; and directs the development and management of the section's business plan to meet organizational goals including performance measures.
3. Oversees development of annual section budget for capital expenditures and operating and maintenance budgets; directs implementation of engineering and construction programs; and administers project authorization system for Capital and Operation and Maintenance programs.
4. Works with subordinate managers to determine organization structure and staffing levels; and oversees the sharing, transfer, and loaning of resources according to business needs.
5. Assesses status of section projects and business initiatives, evaluates the quality of work in progress, and reviews completed deliverables.
6. Selects, mentors, and evaluates staff; conducts regular meetings with subordinate managers and staff; and assists subordinate managers and staff in resolving significant or politically sensitive problems and keeps executive management appropriately informed.
7. Works with the Legal Counsel, Human Resources, and subordinate managers to resolve disciplinary actions and other employee and labor relations matters.

8. Directs the preparation of board letters, reports, and presentations; develops and reviews board letters, reports, and presentations; reviews monthly and quarterly board reports on key programs and section activities; and attends board meetings to present action items and reports.
9. Makes presentations to executive management and other audiences.
10. Reviews major Capital and Operation and Maintenance programs to ensure that activities are within scope, budget, and schedule of the annual budget and Capital Investment Plan; assigns staff and resources to major projects; and may act as the project manager on special projects.
11. Manages customer relationships by meeting with key customers to assess their engineering needs, work priorities, and level of satisfaction with current services; and meets with customers on problems or issues that escalate above the unit manager level.
12. Provides oversight for facility planning efforts.
13. Plans and directs the engineering damage assessment teams as part of Metropolitan's Emergency Response Plan.
14. Serves as a team member and/or team leader for major projects and initiatives involving substantial capital improvements; special local, regional, or state-wide task forces; joint ventures with member agencies, and other external entities to represent the best interest of the section and Metropolitan.
15. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university with a major in an appropriate engineering or related field and progressively responsible engineering experience in managing large complex projects totaling fourteen years of increasingly responsible experience, of which six years must have been in a management or supervisory position; or a related master's degree from an accredited college or university with a major in an appropriate engineering or related field and progressively responsible engineering experience in managing large complex projects totaling twelve years of increasingly responsible experience, and six years of experience as an engineering manager within a public utility that included directing subordinate managers and project management of multi-million dollar projects.

Required Knowledge of: Current business and organizational management theories and practices; public sector personnel practices and regulations; financial and budgeting practices and procedures; project management; public sector contracting practices and regulations; facility and property management; engineering principles and practices; team building; engineering trends and emerging technologies of the managed functions; and water treatment and distribution practices and procedures.

Required Skills and Abilities to: Lead a large multifunctional organization; develop and oversee a multi-million dollar operating budget; develop and implement creative business solutions; analyze, assess, and improve management controls, systems, and procedures; make presentations to large groups, executive management, and the Board; analyze engineering problems; exercise judgment and discretion; mentor, develop, and motivate staff; establish and maintain collaborative working relationships with all levels within the organization; communicate orally and in writing on administrative and technical topics; represent Metropolitan to public agencies, member agencies, and members of the public; and use business and engineering applications.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- Valid California Class C Driver License
- Licensed in good standing as a California Professional Engineer

Registrations

- None

DESIRABLE QUALIFICATIONS

None

PHYSICAL DEMANDS/WORK ENVIRONMENT

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. May travel to various sites requiring overnight stay.

Vision Requirements: No special vision requirements