



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

ENGINEERING SERVICES UNIT MANAGER

Group-Section: Various	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 069 Job #: UM010
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JOB SUMMARY

Responsible for managing a major functional area (e.g. design, program management, construction inspection, infrastructure management, engineering planning activities, facility system analysis, etc.).

OVERSIGHT

Supervision Received: Receives direction from the Section or Group Manager.

Supervision Given: Manages and supervises a staff of managers, professionals, technicians, paraprofessionals, and administrative support staff. Responsibilities typically include oversight of the development and administration of multi-million dollar projects, programs, and/or professional services agreements related to their functional area.

JOB DUTIES

1. Oversees unit activities and projects; provides technical engineering and administrative expertise; regularly reviews status of projects; reviews quality and efficiency of service and project deliverables; develops and makes presentations to the Board of Directors on recommended projects and funding; writes and reviews Board letters; and negotiates with outside contractors to resolve issues.
2. Leads subordinate managers and staff in development of unit vision, strategies, performance benchmarks, goals, and objectives for customer support and service; plans, develops, and approves schedules, priorities, and standards for achieving unit goals; and reviews and reports on status of all unit activities.
3. Defines staffing strategies and needs; selects and assigns staff, ensuring compliance with all hiring, and promotion policies and procedures; responds to employee grievances and concerns; coaches and mentors employees; prepares reviews and approves performance evaluations; and identifies employee development and training requirements.
4. Determines consultant needs given staffing constraints and projected workloads, oversees development and administration of professional services agreements within the unit; ensures subordinate managers track and audit consultant performance; and approves payments consistent with delegated authority.
5. Reviews planned capital improvement projects for unit involvement; reviews projected budget and schedule requirements; tracks and monitors for personnel budget; coordinates unit involvement within the section; reviews, tracks, and monitors deliverables produced; develops capital improvement projects proposals to maintain and improve infrastructure.

6. Develops, establishes, and manages operations and maintenance budget; forecasts funding requirements for supplies, materials, and other planned expenditures; tracks and monitors budget and expenditures; and reviews actual costs to budget performance.
7. Meets with unit customers to ensure that service meets project and program and Metropolitan standards; assesses level of service provided; and develops, revises, and implements unit initiatives and policies and procedures to improve service levels.
8. Serves as team member and/or team leader for projects, special assignments, and committees with other business units that have section or district-wide implications.
9. 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 twelve years of increasingly responsible experience, of which four years must have been in a management or supervisory position; or a 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 ten years of increasingly responsible experience, of which four years must have been in a management or supervisory position.

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; civil, mechanical, electrical, structural, and instrumentation and control engineering principles and practices; architectural principles and practices; engineering drawing techniques; standard manufacturing, fabrication, and construction techniques; construction management; land surveying; construction and workplace safety; technical disciplines contained within infrastructure engineering; 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 diverse work force; plan, organize, and review the work of subordinates; review work products for detail and adherence to guidelines; manage engineering projects; negotiate agreements; make presentations to large groups, executive management, and the Board; analyze engineering problems; exercise judgment and discretion; mentor, develop, and motivate staff; determine training needs of 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.

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Adopted: 03/22/05

Revised: 02/14/17

Supersedes: 07/18/12

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CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- License in good standing from the California Board for Professional Engineers and Land Surveyors
- Valid California Class C Driver License

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

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