



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

SUBSTRUCTURES TEAM MANAGER

Group-Section: Engineering Services Group - Engineering Services Section	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 064 Job #: TM050
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JOB SUMMARY

Responsible for managing and supervising the review of plans and maps of outside entities to protect the water distribution system facilities and rights of way of the District. Other areas of responsibility include ensuring outside entities are aware of use restrictions; and negotiating with public agencies or developers regarding use of area surrounding facilities and rights of way. Also responsible for managing Property Review Council (PRC), which is a multi-disciplinary body which includes legal, risk management, environmental, water systems operations, property management, facility planning etc., that reviews, evaluates and makes recommendations on requests by outside entities who wish to use Metropolitan's properties.

OVERSIGHT

Receives direction from the Unit Manager. Manages and supervises a staff of professionals, technicians, paraprofessionals and administrative support.

JOB DUTIES

Common job duties for team managers:

1. Supervises staff including selection, assignment and monitoring of work, coaching, mentoring, counseling and performance assessment; determines priorities and aligns work load; reviews work for thoroughness, adherence to applicable standards, constructability, and accuracy; assesses employees' competencies and develops training plans; trains subordinates in applicable techniques and methodologies; ensures staff compliance with applicable health and safety standards and requirements.
2. Provides general administration of the organization including establishing and tracking organizational goals and objectives; analyzes organizational activities and prepares reports; develops and monitors the budget; evaluates resource needs and prepares staffing and consulting requests; provides input re: policy and procedures; reviews and approves time, reimbursement requests and purchases.
3. Leads staff in development of organizational vision, strategies, goals and objectives for customer support and service; plans, develops and approves schedules, priorities and standards for achieving organizational goals; reviews and reports on status of all organizational activities.
4. Meets with key customers to work on projects and initiatives and supports applicable customer satisfaction feedback mechanisms.
5. Performs other related duties as required.

Duties specific to this position:

1. Manages the review of other agency, private utility and developer projects including site development, street improvement, utility installation, and landscaping plans, and subdivision and parcel maps for conformance to District guidelines; coordinates reviews with other business units; determines vulnerability of District facilities considering size, age and materials used in construction of facilities; reviews and approves response to project proponent which states concerns, requirements and acceptance or rejection.
2. Manages PEC to ensure all requests are evaluated in fair and timely manner. Have presentations prepared for monthly PEC meetings and ensure that any requirements and concerns that are brought up at committee are adequately addressed. Prepare responses to applicants if requests are denied and internal correspondences with conditions to property management if requests have been approved, for possible execution (subject to management approval).
3. Manages professional services and consultants; prepares scope of work in requests for proposal; evaluates and selects consultants for professional services; prepares and negotiates agreement with consultants; administers and tracks consultant performance; audits work for compliance and approves contracted work.
4. Develops utility agreements for the relocation or protection of District facilities; negotiates with developers and public agencies of work performed within the District rights of way.
5. Coordinates with other disciplines to establish the guidelines and procedures for outside entities when using and working in District rights of way or areas near facilities; ensures that entities are aware of restrictions and enforces guidelines when necessary; responds to public inquiries regarding use of District property.
6. Provides assistance and research to other business units relating to utility investigation and protection of facilities and rights of way; oversees the maintenance and updating of information supplied to Underground Service Alert regarding the location of District facilities.
7. Oversees the technical work of the team.
8. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: A bachelor's degree from an accredited college or university with a major in Engineering 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 with a major in Engineering 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 (common for team managers): Management/supervisory methods and techniques; principles of organizational and strategic planning; team building; 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; District organizations; and District facilities and operations.

Required Knowledge of (specific to position): Civil engineering principles; water quality standards; value engineering; design and construction methods and practices; water distribution systems; environmental planning; and real estate practices and procedures.

Required Skills and Abilities to (common for team managers): Lead a diverse work force; 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 training needs of staff; review work products for detail and adherence to guidelines; encourage and facilitate cooperation; establish and maintain collaborative working relationships with all levels within the organization, other agencies, regulatory agencies, special interest groups and the public; 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 and presentations for all levels of management; interpret and analyze results; interpret policies, rules, and regulations relative to the Section/Group; and represent the District on various business transactions as needed.

Required Skills and Abilities to (specific to position): Analyze vulnerability of facilities; develop utility agreements for the relocation or protection of District facilities; and negotiate with developers and public agencies of work performed within the District rights of way.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- License in good standing as a California Professional Engineer
- California Class C Driver's 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