



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

DESIGN SUPPORT TEAM MANAGER

Group-Section: Engineering Services Group	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 057 Job #: TM073
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JOB SUMMARY

Responsible for managing design production and support for large scale capital and operations and maintenance projects for major water treatment facilities; regional conveyance, distribution and storage facilities; pumping plants, power systems, and maintenance facilities.

Responsibilities include managing a multi-disciplinary team producing engineering design drawings, developing equipment and facility layouts, performing equipment and regulatory code research, producing electronic data for studies, and quality assurance.

OVERSIGHT

Oversight Received: Receives direction from the Unit Manager.

Oversight Given: Manages and supervises a staff of designers.

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; and 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 regarding policy and procedures; and 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; and 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 production of computer-aided design (CAD) drawings including the collection of technical information, assisting in field assessments, and providing recommendations in a number of engineering discipline areas.
2. Manages professional services and consultants; prepares scope of work in requests for proposals; evaluates and selects consultants for professional design support services; prepares and negotiates agreements with consultants; administers and tracks consultant performance; and audits work for compliance and approves contracted work.
3. Reviews and makes recommendations regarding the development of quality assurance and quality control procedures, project milestones, records management, and design standards.
4. Oversees the technical work of the team to ensure quality compliance.
5. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: An associate's degree from an accredited college or university in a related field and ten years of increasingly responsible relevant experience in CAD, of which two years must have been in a project management, supervisory, or lead capacity; or a bachelor's degree from an accredited college or university in a related field and eight years of increasingly responsible relevant experience in CAD, 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 a related field and six years of increasingly responsible relevant experience in CAD, of which two years must have been in a project management, supervisory, or lead capacity.

Required Knowledge of (common for team managers):

Management and 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; Metropolitan organizations; and Metropolitan facilities and operations.

Required Knowledge of (specific to this position):

Engineering design drawing practices, procedures, and standards in area of responsibility; digital information management, workflows life cycles, information sharing and security concepts; application of mathematic principles including algebra, geometry and trigonometry; facility design and layout; geospatial concepts with CAD technologies; applicable codes and regulations; construction and fabrication practices; estimating; quality assurance and quality control practices; computer aided drafting software; and current office technology and equipment; fundamentals of Building Information Management (BIM) practices as they apply to facility design; principles and practices of project and program management; principles of system development life cycle (SDLC); principles of resource management; industry trends and emerging technologies.

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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 and other agencies; 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 team; and represent Metropolitan on various business transactions as needed.

Required Skills and Abilities to (specific to this position):

Review and interpret engineering drawings; perform calculations; research and interpret regulatory codes; develop equipment and facility layouts; manage projects; analyze and interpret data; use CAD drafting software; develop quality assurance and quality control procedures for design drawings; and manage CAD production.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- Valid California Class C Driver License that allows you to drive in the course of your employment.

Registrations

- None

DESIRABLE QUALIFICATIONS

Experience with the current CAD software platforms used within the Engineering Services Group. These may include:

- ProjectWise
- MicroStation configuration and implementation
- InRoads, OpenRoads (new generation of InRoads), AECOSim Building Designer, OpenPlant Process Instrumentation Design (PID) and OpenPlant Modeling
- Experience with using CAD related technologies for animations and renderings
- Experience with programming MicroStation Visual Basic Applications (VBA) and/or Software Development Kit (SDK)

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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. May travel to various sites requiring overnight stay.

Vision Requirements: No special vision requirements.