



## POSITION DESCRIPTION

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**TITLE: ENGINEERING SERVICES SUPERVISOR**

**REPORTS TO:** Engineering Manager

**GRADE:** 12

**FLSA:** Exempt

**CONFIDENTIAL:** Yes

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**SUPERVISORY RESPONSIBILITIES**

**DIRECT:** (Position Titles) Inspector, Line Locator/Inspector, Facilities Coordinator, Engineering and Right of Way Coordinator

**INDIRECT:** None

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### MINIMUM QUALIFICATION REQUIREMENTS

Unless required by law, experience and education may be substituted for each other upon approval by the General Manager or their designee. Certifications required by law for the position must be obtained within first year in the position.

**EDUCATION:** High School diploma or equivalent; State of California Water Distribution Operator D3 certification; valid California driver's license and proof of insurability; Standard First Aid and CPR certifications, and a valid Competent Person Certificate for Shoring and Excavation are required.

**EXPERIENCE:** Minimum of seven years of progressive experience, including at least two years in a lead or supervisory capacity. Specific experience to include: organizing, supervising and evaluating the work of assigned staff; developing, implementing and monitoring work plans to achieve departmental objectives and performance measures; enforcing policies, systems and procedures applicable to construction inspection. Operation and maintenance of a water distribution system such as planning, scheduling, installing and repairing water main valves, pumps, fire hydrants, meters, cathodic protection; operation of reservoirs, tanks, pump stations, pressure reducing stations; familiar with the use of concrete and asphalt; thorough knowledge of water quality issues; knowledge of applicable California and Federal rules and regulations; ability to effectively utilize personal computers and peripherals; ability to work independently with a clear understanding of goals and objectives; and a proven ability to organize and manage competing priorities. Must have knowledge, skills, and ability to correctly interpret construction survey stakes, read blueprints and interpret engineering drawings. In addition, experience in the operation and maintenance of a sewer collection system is preferred.

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### CONTACT RESPONSIBILITY

**INTERNAL:** Interaction with Supervisor to receive general direction and review status of work accomplishments, provide input on finance, personnel and other matters related to support of inspection projects; coordination with the Engineering Project Administrator for planning and project administration; and all direct reports to assign projects and provide detailed supervision; Operations Supervisors and other lead personnel to coordinate internal work assignments; all other District employees as required.

**EXTERNAL:** Interaction with contractors, developers' representatives, the general public and others during the course of inspection; contractors, suppliers, and vendors to evaluate new products which might be acceptable for use by the District; emergency service personnel as required.

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## PHYSICAL REQUIREMENTS

Ability to walk long distances; climb steep hills and ladders; may on an infrequent basis assist with lifting up to 100 pounds; ability to tolerate frequent bending and stooping; good hearing, eyesight and speech capabilities; excellent verbal and written communication skills; ability to effectively utilize a personal computer and peripherals; ability to tolerate exposure to a computer screen.

***This position requires the ability to work extended hours and weekends.***

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## ENVIRONMENTAL CONDITIONS

When working outdoors, work is performed in all types of weather. Subject to: noisy conditions, odors, contact with animals and insects, hazardous traffic conditions, confined spaces, variable weather conditions, possible exposure to heavy equipment, dust, and fumes. When working indoors, work is performed in an office environment with lighting and ventilation. Appropriate personal safety equipment is provided.

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## DETAILED DUTIES AND RESPONSIBILITIES – ESSENTIAL FUNCTIONS

Under general direction, this at will position is responsible for the planning, direction, implementation and administration of various engineering services including inspection, right of way, and facilities. Constructively deal with conflict and afford effective resolutions. Ensure departmental operations are within budgetary guidelines. Effectively utilize District resources. Respond to emergency situations and personnel issues using sound judgment. Act as a positive role model and professionally represent the District. Recommends effective, current policy or procedural enhancements for departmental operations. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District's safety programs is necessary. An ability to perform successfully within a team environment; along with an ability to work independently with a clear understanding of goals and objectives; as well as support of the District Strategic Plan and Mission Statement are essential. Reliable, stable attendance is required.

The following tasks are typical for this classification. Incumbents may not regularly perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business or staffing needs and changing business practices as defined by the General Manager.

<b>% TIME</b>	<b>TASKS</b>
<b>25%</b>	<p>Inspects and determines that facilities constructed within the District are in compliance and conformance with the approved plans, specifications, rules, regulations and performance standards of the District.</p> <ul style="list-style-type: none"><li>• Reads and evaluates blueprints to ensure compliance by the contractor.</li><li>• Investigates and resolves conflicts between plans and actual construction conditions.</li><li>• Makes detailed daily reports on each project under inspection noting all the details of construction and approved changes to construction plans.</li><li>• Performs testing of all facilities under inspection to verify and document performance standards and prepares documentation of such testing.</li><li>• Inspects the disinfection of new facilities.</li><li>• Arranges for and documents soil compaction testing in conjunction with the District's or developer's geo-technical consultant.</li><li>• Reports any violations of safety and health requirements.</li><li>• Works in conjunction with the Engineering Project Administrator, reviewing and commenting on project plans prior to submission to the Engineering Manager or</li></ul>

- consulting engineer.
- Prepares certification of work performed to date to support contractor progress payments on District constructed projects.
- Prepares interim and final analysis reports on a routine basis for review by the Engineering Manager.
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- Provides support to all aspects regarding right of way coordination

- 40%** Supervises all direct reports engaged in the noted areas of responsibility:
- Facilities coordination tasks including facilities maintenance, right of way maintenance, landscape maintenance, security system, and leased space.
  - Engineering inspection and line locating services.
  - Engineering right of way functions.
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- 25%** Other administrative duties, including:
- Oversees the implementation of goals and policies.
  - Assigns work and reviews results.
  - Ensures compliance with applicable regulations and all safety procedures.
  - Conducts a variety of meetings to provide input and resolve personnel, planning or technical matters.
  - Supervises the implementation of the department's record retention requirements for data management.
  - Makes assignments, sets priorities, selects and trains personnel.
  - Develops standards of performance for staff; observes and documents performance and prepares periodic and special evaluations of performance; provides coaching for improvement and personal development; actively participates in recognition and disciplinary actions, in accordance with the District's Human Resources Policies and labor contract provisions.
  - Provides leadership and works with construction staff to create a high performance, service oriented work environment that supports the District and department's objectives that promote a positive employee relations environment.
  - Provides input to Engineering Manager for development and administration of the annual budget.
  - Assists in the implementation of departmental record retention requirements for data management.

**DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS**

- 10%** Performs all related duties as assigned.