

**JURUPA COMMUNITY SERVICES DISTRICT
DIRECTOR OF OPERATIONS AND ENGINEERING**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under the direction of the General Manager, plans, organizes, directs, and oversees the activities and operations of the Engineering and Operations Departments including engineering, project management, construction, operations, water treatment, production and distribution, capital program management, sewer collections, treatment and maintenance functions; coordinates assigned activities with other District departments, including, but not limited to, the Finance Department, Administration Department, Parks Department and outside agencies and consultants; provides highly responsible and complex administrative support to the General Manager, acting on his/her behalf in the General Manager's absence.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.

Assume full management responsibility for all Engineering and Operations Departments services and activities including engineering, project management, construction, operations, water treatment, production, distribution and maintenance functions: sewer collections, treatment and maintenance functions; recommend, establish and administer policies and procedures. Liaise with the District Engineer on Capital Projects.

Manage the development and implementation of the Engineering and Operations Department's goals, objectives, policies, and priorities; establish, within District policy, appropriate services and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service and procedures; assess and monitor workload, administrative ad support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Represent the Engineering and Operations Departments to other District departments, elected officials and outside agencies; explain, Engineering and Operations Department programs, policies and activities; negotiate and resolve sensitive and significant issues.

Select, train, motivate and evaluate Engineering and Operations Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct and coordinate through subordinate level managers, the Engineering and Operations Department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Manage and participate in the development and administration of the Engineering and Operations Department's budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

Coordinate Engineering and Operations Department's activities with those of other departments and outside agencies and organizations; provide staff assistance to the General Manager; prepare and present staff reports and other necessary correspondence.

Act for the General Manager in the latter's absence, if assigned to do so.

Coordinate and supervise the Project Managers and construction of facilities.

Negotiate and prepare agreements related to engineering and operations projects.

Participate on a variety of boards and commissions, if required; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of engineering and water operations.

Respond to and resolve difficult and sensitive citizen inquires and complaints.

Perform related duties and responsibilities as required.

Other Duties

Participate in a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in a wide range of technical fields, business administration, cash management, budget management, and department management.

Respond to and resolve difficult and sensitive inquiries and complaints.

May serve as Acting General Manager during the absence of the General Manager.

Perform related duties and responsibilities as required.

QUALIFICATIONS GUIDELINES

Experience

Eight years of increasingly responsible professional engineering experience, preferably in the field of water and wastewater including four years of administrative or management experience.

Education

A bachelor's degree from an accredited college or university with major course work in civil engineering or a related engineering field.

License or Certificate:

Possession of, or ability to obtain, registration as a Professional Engineer in the State of California.

Physical Requirements

Employees must meet the following requirements which are necessary to successfully perform the essential functions of this class: Travel by airplane, train, or automobile to conduct District business; communicate clearly and concisely, both orally and in writing with Board members, management, co-workers, and the public in face-to-face, one-to-one, and group settings.

Vision must be sufficient to accomplish the duties of the position and to operate a District vehicle.

Manual dexterity must be sufficient to accomplish the duties of the position.

Stand or Sit for prolonged periods of time.

Special Requirements

Possession of, or ability to obtain, an appropriate valid California driver's license. Must have a driving record acceptable to the District's automobile insurance carrier.

FLSA / EXEMPT
Range 96

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