

---

# **Mt. View Sanitary District**

**JOB TITLE:** District Engineer  
**FLSA:** EXEMPT  
**OCTOBER 2023**

## **DISTRICT ENGINEER**

### **DEFINITION**

Under general direction, plans, organizes, directs, reviews, and performs District engineering activities and operations, including long- and short-range project planning, environmental planning, design, construction, permitting, right-of-way, and water conservation programs related to the District's wastewater collections system, treatment plant, constructed wetlands, and related facilities; coordinates activities with other departments and outside agencies; provides highly responsible and complex support to the General Manager and Deputy General Manager; provides engineering support to the Operations, Administration, and Environmental departments; and attends Board Meetings and provides reports to the Board. The District Engineer manages engineering consultants, examines study recommendations for the development of capital projects that maximize the District's potential for State and Federal funding and prioritizes essential projects.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the General Manager or Deputy General Manager. Manages engineering consultant contracts and provides general direction to administrative support staff. This position does not have direct reports.

### **CLASS CHARACTERISTICS**

This single-position management class oversees and directs all District engineering activities, including short- and long-range capital improvement planning. Responsibilities include coordinating engineering activities with other District departments and governmental and regulatory agencies, and managing and accomplishing the complex and varied functions of the department. The incumbent is accountable for accomplishing engineering planning and operational goals and objectives and for furthering District goals and objectives within general policy guidelines.

**EXAMPLES OF DUTIES** (Illustrative Only)

- Develops, plans, and implements Engineering goals and objectives; prepares and administers internal policies and procedures relating to engineering program activities; interprets and explains applicable rules, laws, and regulations.
- Directs, oversees, and participates in the engineering program work plan; monitors work flow; reviews and evaluates work products, methods and procedures.
- Recommends and administers policies and procedures such as ordinances, procedure guidelines, design standards, and standard plans and specifications while ensuring that operation and maintenance, financial, regulatory and legal requirements are met.
- Engages, coordinates with, and manages professional engineering consultants involved in the study or design of improvements to the District's wastewater infrastructure and other facilities, or in the performance of development plan review, permitting, and inspection activities on behalf of the District. Coordinates activities of Engineering consultants with those of other District departments and outside agencies, such as wastewater facility maintenance and operations.
- Leads the implementation of the District's 10-year Capital Improvement Plan.
- Develops and issues request for proposals for professional and/or contractual services; solicits and evaluates proposals, recommends award, and negotiates contracts; administers contracts after award to ensure compliance with District plans, specifications, policies, procedures, and service quality.
- Oversees the development of design drawings, plans, specifications, estimates, bid documents, and reports for simple to complex engineering projects related to the District's maintenance, operations, and capital improvement needs for the District's wastewater infrastructure and other facilities.
- Advertises, coordinates, solicits, and manages the public bidding process for construction contracts for improvements to District facilities.
- Manages complex capital improvement, construction, and maintenance projects through all phases including planning, design, construction and implementation, and close-out; leads project teams in the execution of projects; develops work plans, scope of work, budget, schedules, and baseline requirements. Conducts inspections; monitors progress and conformance with plans and specifications; reviews design changes, submittals, and requests for information; interprets contract documents; negotiates change orders; prepares or reviews progress payments; and resolves billing issues.
- Closely coordinates project design elements and construction activities including process unit and equipment shutdowns with the Operations department. Coordinates capital projects with outside agencies and stakeholders.
- Conducts engineering analyses and related studies, evaluates alternatives, makes recommendations, prepares reports, and assists the General Manager in scheduling matters to be brought before the Board of Directors; assists in preparing reports for the Regional and State Water Boards.
- Prepares and establishes standard specifications and details for additions to and/or rehabilitation of the District's wastewater infrastructure and facilities; prepares estimates for improvements to the District's wastewater infrastructure and facilities..
- Reviews and responds to planning and/or environmental documents from City of Martinez and Contra Costa County planning departments for potential impact on the District. Reviews and responds to City and County planning, zoning, permit, and development notices.

- Responds to information requests from public agencies, property owners, contractors, developers, private engineers, and architects; provides technical guidance regarding conformance to standards, plans, specifications, and related requirements.
- Reviews and responds to a variety of development applications and plans, including new side sewers, new residences and residential remodels, accessory dwelling units, subdivisions, commercial tenant improvements, and annexation and proposed extensions of the District's collection system, all in conformance with District procedures, District Code, and standard plans and specifications.
- Prepares fee estimates and statements and develops permit requirements for development projects in accordance with the District Code. Supports permit issuance by the Administration Department, and development inspections by the Operations Department.
- Assists with technical and customer service matters including private meter agreements, wastewater contribution permits, plant property leases and encroachment permits, District Code updates, and collection system easements and property rights.
- Oversees field inspections of wastewater treatment and collection systems and/or repairs made by contractors, owners, other agencies, and District crews.
- Assists in the preparation and implementation of the annual Engineering budget, including the District's 10-year Capital Improvement Plan.
- Provides oversight, uses, edits, and assists in the maintenance of the District's geographical information systems (GIS), and manages GIS and mobile maintenance system (MMS) licenses and technical support contracts.
- Leads the preparation and maintenance of the District's Sewer System Management Plan (SSMP) for maintenance of the collection system.
- Leads the effort to join and maintain the District's annex to the County Local Hazard Mitigation Plan.
- Provides oversight and assists with land surveys; prepares and establishes legal descriptions and plats; updates and maintains maps of the District's wastewater collection system.
- Confers with District Legal Counsel in the review of contracts, leases, deeds, agreements, annexations, ordinances, and other legal documents.
- Assists with establishing, tracking, and collecting the annual Sewer Service Charge on the County Tax Roll, or by other means as necessary.
- Attends Board meetings; prepares and presents staff reports to the Board.
- Oversees the organization and maintenance of engineering project files and work papers.
- Represents the District and participates in various industry associations, professional group meetings, or committees; stays abreast of new regulations impacting District engineering practices; acts as District liaison on various inter-agency coordination projects.
- Coordinates with outside agencies and the Operations department for street pavement projects and to ensure that affected District facilities are adequately protected and/or adjusted to grade.
- Participates and supports enhancements to employee engagement and communications, culture initiatives, performance measurements, and succession planning efforts.
- Participates in the development of strategic planning goals and objectives as well as policies and priorities for assigned programs; recommends and administers policies and procedures.
- Standardizes procedures and methods, develops Standard Operating Procedures (SOPs), and continuously monitors areas of responsibility to identify and implement improvements.
- Performs other duties as assigned.

**QUALIFICATIONS****Knowledge of:**

- Principles and practices of wastewater treatment and collection utility operations, including facilities maintenance.
- Principles and practices of civil engineering as applied to the planning, design, cost estimating, construction, installation, and inspection of a wide variety of wastewater facilities and miscellaneous buildings and facilities.
- Principles and practices of utility asset management.
- Principles and practices of environmental impact assessment and related regulatory processes.
- Methods, materials and techniques used in the construction of public utilities projects.
- Utility contracting and contract management practices in a public agency setting.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Computer applications related to the work, including computer-aided drafting concepts and applications.
- Applicable laws, codes, and regulations.
- Sources of information related to engineering theory and practices applicable to wastewater treatment and collections.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Safety hazards and safety precautions related to work assignments.
- Principles and practices of public agency budget development, administration, and accountability.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

**Ability to:**

- Plan, organize, and direct an effective engineering services program.
- Conduct complex civil engineering research projects, evaluate alternatives, make sound recommendations, and prepare effective technical reports.
- Interpret, apply, explain, and implement complex laws, codes, regulations and ordinances.
- Effectively represent the District in meetings with the Board of Directors, governmental agencies, community groups, various business, professional, and regulatory organizations, and individuals.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Make effective public presentations including technical material to non-technical audiences.
- Manage and maintain accurate records and files.
- Use tact, initiative, prudence, and independent judgment within general policy, and procedural and legal guidelines.

- Work in a team environment as a contributing team member; establish and maintain effective working relationships with other employees and those contacted in the course of the work; actively support and implement the District's cultural values.

**Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to a Bachelor of Science degree from an accredited college or university with major coursework in civil, mechanical, or environmental engineering, or a closely related field. A Master of Science degree is desirable.

Minimum of ten (10) years of increasingly responsible professional engineering experience, including at least seven (7) years of design, construction, and project management responsibilities at a facility of comparable size and complexity to that of the District, and at least two (2) years in a supervisory or management position. Experience in public works and the wastewater industry is highly desirable.

Other combinations of education and experience may fulfill the requirements at the discretion of the General Manager.

**License and Certification**

Must possess and maintain a valid certificate of registration as a Professional Engineer in the State of California. Must possess and maintain a valid California class C driver's license, maintain a satisfactory driving record, and be insurable to operate District vehicles.

**PHYSICAL DEMANDS**

Must possess ability to work in a standard office setting, sitting frequently and for prolonged periods of time; ability to use standard office equipment including a computer, desk or cell phone, and copy machine / scanner; mobility and stamina to visit and inspect various construction sites; ability to stand for long periods of time and walk on uneven surfaces; ability to ascend / descend ladders, stairs, and/or other temporary or construction access points; ability to operate a motor vehicle; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups, and over the telephone; and finger dexterity to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Must possess ability to occasionally bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Must possess ability to safely grasp, lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

**ENVIRONMENTAL ELEMENTS**

Most work is performed indoors in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. This position may also work in the field and occasionally be exposed to loud noise levels, dust, cold and hot temperatures, inclement weather conditions, confined spaces, road hazards, vibration, chemicals, mechanical and/or electrical hazards, and/or potentially hazardous physical substances and

fumes. Work may include interactions with upset members of the public or private businesses. Work outside of normal business hours may be required to respond to emergency situations or as project or operational needs dictate. Periodic travel may be required for training, meetings, and other business purposes. Attendance at after-hours Board meetings is required.

**OTHER REQUIREMENTS**

Employees of Mt. View Sanitary District are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the local area, or their own community.