



July 2018  
FLSA: Exempt

## ENGINEERING SUPERVISOR (3 Steps)

### **DEFINITION**

The Engineering Supervisor is a management position that supervises, assigns, reviews, and performs professional engineering work related to the review, planning, design, inspection, and construction of sanitary sewer and storm drainage projects. Under direction, assists the District Engineer in directing the processing of engineering studies, development of designs, plans and specifications and assigning engineering projects to professional staff, managing the integration of special projects with schedules of continuous operations, overseeing construction management and inspection of District projects, supporting the department's organizational policy and procedural development activity and supervising office operations in conformance with applicable statutes, regulations, policies, procedures and technical standards.

### **SUPERVISION RECEIVED AND EXERCISED**

This is a senior level professional civil engineering classification. This position receives general direction from the Director of Engineering/District Engineer and may receive direction from the District Manager.

This position exercises supervision over lower level engineering classifications and may exercise functional supervision over assigned administrative support positions assigned to the Engineering Department.

### **CLASS CHARACTERISTICS**

Work of this class usually involves the supervision of professional and technical personnel. Assignments are general and of a continuing nature, requiring the exercise of independent judgment and initiative in scheduling, assigning and coordinating the work. Incumbents are also expected to perform the most complex professional engineering work requiring a substantial level of professional training and experience and to supervise other lower level engineering staff.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Develops, manages, and updates Capital Improvement Program.
- Manages/participates in Asset Management Program.
- Serves as Project Manager on capital improvement projects.
- Manages the preparation of plans, specifications, estimates, construction documents and other material for District projects.
- May be required to sign District plans and specifications.
- Reviews plans for City development and public works projects and other utility projects that impact District facilities.
- Participates in the selection of staff; supervises, trains and evaluates the performance of professional and technical subordinates, and works with subordinates to correct deficiencies including making recommendations for discipline.
- Prepares or oversees preparation of request for proposals, negotiates consultant contracts, reviews plans for construction.
- Interprets plans, specification, and standards.

- Inspects construction projects.
- Negotiates and resolves construction change orders and claims.
- Manages the preparation of environmental documentation.
- Manages development of planning studies of District facilities.
- Develops standard operating procedures to apply to department operations.
- Participates in the general administrative operations of the department and the District.
- Assumes responsibility for covering the work assignments of the District Engineer during his/her absence.
- Makes decisions in emergency or critical situations requiring immediate action.
- Answers questions and provides information to the public, customers and outside organizations; investigates complaints and recommends corrective action as necessary to resolve complaints.
- Participates in District related civic events, professional organizations, attends meetings and makes presentations.
- Attends meetings and conferences that may require travel and overnight/multi day stays.
- Participates in continual improvement of the Engineering Department and District.
- Provides technical support to the District's management and the Board of Directors as required.
- Participates in the development of departmental budgets.
- Prepares applications for grant funding.
- Ensures that safe work conditions are maintained.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of engineering as it applies to wastewater, stormwater, and recycled water.
- Principle and practices of civil engineering.
- Principles and practices of public agency contract administration and procurement of design and construction contracts.
- Applicable laws, codes, and regulations and engineering standard practices.
- Methods of design, construction, and inspection of a wide variety of engineering projects.
- Correct and applicable English usage and spelling.
- Correct Business English, including spelling, grammar and punctuation.
- Supervisory principles and practices.
- Computers and applicable programs to wastewater and storm drain fields of engineering.

### **Ability to:**

- Understand engineering terminology and concepts related to civil engineering.
- Write letters and reports
- Make complex engineering calculations.
- Work with minimum supervision.
- Receive and follow general direction and policy.
- Manage consultants, projects, and programs.
- Manage multiple tasks, often with competing deadlines.
- Establish and maintain effective working relationships.
- Upgrade skills as necessary to apply new tools, methods and procedures as they become applicable to and are incorporated into District operations
- Walk on uneven surfaces.
- Work in inclement weather.
- Communicate with irate or difficult people.
- Accept constructive criticism from supervisors, coworkers and subordinate employees.

**Education and Experience:**

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

Bachelor's degree in Civil Engineering or closely related field from an accredited college or university. Master's degree in engineering or related field is highly desirable. Sufficient years of experience to demonstrate possession of the knowledge and abilities listed above, in professional engineering work, including project management experience, in the design and/or construction in one of the following areas: wastewater, stormwater, or recycled water systems; and supervisory experience.

**Licenses and Certifications:**

Must possess professional registration as a Civil Engineer issued by the State of California at time of application.

Must possess a valid California Class C Driver's License at the time of employment. The ability to drive District vehicles is a specific requirement for this position. For that reason it is the employee's responsibility to maintain a driving record that is acceptable to the District's insurance carrier or be subject to dismissal.

[Minimum Eligibility Standards for District Vehicle Insurance Coverage.](#)

**PHYSICAL DEMANDS**

[LINK to Engineering Supervisor Physical Demands](#)

**ENVIRONMENTAL CONDITIONS**

Primarily works indoors in climate controlled office setting. May work outdoors in all weather conditions.

**WORKING CONDITIONS**

A Supervising Engineer works primarily indoors, sitting for extended periods of time with the ability to change positions. Using a computer, calculator and other standard office equipment requires making continuous or repetitive arm-hand movements. Books and plans weighing less than 20 pounds are carried more than 20 feet. Part of the work involves inspecting development and construction sites which requires the ability to walk over rough, uneven or rocky surfaces, jumping over trenches and other obstacles and working in a variety of weather conditions with exposure to the elements. Inspecting sites requires the ability to hear alarms and operation of construction equipment. Use of a computer mouse with computer aided design programs requires making fine, highly controlled muscular movements to adjust the positions of a control mechanism. Using survey equipment during inspections involves measuring distances using calibrated instruments.

**ADDITIONAL INFORMATION**

**Disaster Service Worker:**

Employees of Vallejo Flood and Wastewater 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 your own community.