CITY OF PETALUMA
CLASS SPECIFICATION

Date: 06/30/06
Job Class: 09WRCM

Water Resources and Conservation Engineering Manager

Summary
Direct, coordinate, and exercise functional authority for planning, organization, control, integration, and completion of engineering projects within the Department of Water Resources and Conservation.

Class Characteristics
General direction is provided by the Water Resources and Conservation Director; responsibilities include the direct and indirect supervision of lower level professionals, technical, and support services positions.

The Engineering Manager has day-to-day responsibility for the management and operations of multiple sections of Water Resources and Conservation under the functional units of engineering and operations; uses considerable independent judgment and discretion in staff supervision and delegated administration and management, including the prioritization and coordination of Department goals and objectives; may act for the director during periods of the Director's absence.

Essential Duties, Skills, and Demands of the Position
The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:
Assist in formulating long-range goals of the department and in developing plans for accomplishing these goals; assist in preparation and administration of the department's Capital Improvement Program and operating budgets; review and evaluate programs and anticipates future needs.

Provide direction and supervision to professional and technical staff in areas of financial and program management; supervise and direct professional and technical staff in areas of personnel management including selection, evaluation, promotion, assignment, disciplinary action, and training of employees.

Discuss and explain department plans, programs and projects at public and community meetings, legislative and administrative hearings, and related functions; attend conferences, meetings and seminars to keep informed of new developments.

Review engineering design of all water distribution, storm water collection, and wastewater collection, treatment, recycling and disposal facilities installed in the City; supervise the development of professional engineering and environmental studies; oversee planning for future needs of the water, surface water management, and wastewater treatment and recycling systems; coordinate the preparation of capital improvement programs and budgets; review and sign engineering drawings, contracts, work orders, change orders, and purchase orders; coordinate department activities with other City departments; and assemble, organize, and present written and/or oral reports containing alternative solutions and recommendations regarding specific resources, plans, and policies.

Evaluate and determine organizational needs and functional changes in order to improve efficiency and effectiveness of department; provide effective leadership in the development of new or improved procedures; analyze and review staff effectively.

Plan and formulate engineering program and organize project staff according to project requirements.

Assign project personnel to specific phases or aspects of project such as technical studies, product designs, preparation of specifications and technical plans, and product testing.

Coordinate activities concerned with technical developments, scheduling, and resolving engineering design and test problems.

Prepare budget estimates based upon anticipated needs of the department and control expenditures within limitations of project budget.

Prepare interim and completion project reports.

Direct the preparation of complex engineering and environmental studies, schedules, plans, maps, reports, workload forecasts, cost estimates, and specifications; perform complex engineering calculations.

Manage professional and technical contracts regarding the operation and maintenance of water and wastewater facilities.

Perform related duties as assigned.

Skills/Abilities:
Prepare clear, concise and accurate reports and correspondence and make effective public presentations.

Analyze complex civil engineering data and reports, evaluating alternatives and reach sound conclusions.

Use Microsoft Word and Excel proficiently or the current accepted system.

Apply advanced mathematical concepts and knowledge of chemistry and biology involving water supply, wastewater treatment and pollution prevention

Communicate effectively both verbally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:
While performing the duties of this job, the employee will be frequently required to sit and talk and hear. The employee will be required to stand, walk, and use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to sit, enter data into a terminal, personal computer or keyboard device; operate office equipment requiring repetitive arm/hand movement. The employee will occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is occasionally exposed to outside weather conditions and must operate an automobile to attend various meetings and workshops. The noise level in the work environment is usually moderate.

Qualifications
Knowledge of:
Principles and practices of engineering as it applies to water, wastewater and surface water management systems and process controls; methods and techniques used for planning and engineering studies and the design and construction of utility infrastructure; federal, state and

local regulatory requirements; current developments and information regarding water, wastewater and surface water management practices; principles and practices of sound financial management of utilities.

Education and Experience
Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:
A Bachelor's degree with major work in civil engineering, sanitary engineering, or a closely related field.

Experience:
Five years related experience and/or training; a minimum of two years in an administrative or supervisory capacity is required.

Certificates/Licenses:
Possession of a valid California Class C driver's license.

Registration as a Professional Civil Engineer in the State of California

Established: 07/10/00
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