

North Marin Water District

ASSISTANT GENERAL MANAGER/ CHIEF ENGINEER

*This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include all** duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION

Under general administrative direction of the General Manager, is responsible to plan, organize and direct the engineering function of the District performs engineering planning and design work, training, supervision project management and represents the Department and the District in contacts with other agencies and organizations. Represents and acts on behalf of the General Manager in communication to subordinate managers and others during periods of absence or as assigned. Serves as an officer of the District.

DISTINGUISHING CHARACTERISTICS

The **Assistant General Manager/Chief Engineer** assumes the full leadership and management responsibility for the Engineering Department and organizes, supervises and directs the Engineering Department including design engineering for both developer and District-funded programs; construction inspection and management; engineering records management; and new applicant water/sewer service administrative. Recruits, interviews and assists in the selection of Engineering Department employees.

SUPERVISION RECEIVED

Receives direction from the General Manager and the Board of Directors.

ESSENTIAL DUTIES (include but are not limited to the following)

Assists the General Manager in managing and directing activities of the District. Plans, develops and implements goals and objects for the Engineering Department; directs and is responsible for the work of a small professional and technical staff in the design, construction and maintenance of transmission pipe lines, distribution facilities and mechanical and electrical equipment including power and control, communications and cathodic protection; directs the engineering aspects of water supply development and water quality control; prepares a work program and budget, manages and monitors goal accomplishment and expenditures; selects, trains and evaluates the work of subordinates; advises and consults with the General Manager on difficult engineering problems; attends Board of Director meetings, prepares and presents staff reports for consideration by the Board; communicates clearly and concisely, both orally and in writing, makes special studies and reports; recommends and periodically updates District design and material standards and coordinates the engineering and construction program with that of other District Departments, private utilities and public agencies. Is expected to and spends a significant portion of time estimating the cost of, and designing water distribution (and to a lesser extent) wastewater collection and treatment facilities. Is responsible for coordinating District Emergency Operations planning.

QUALIFICATIONS (The following minimum qualifications are necessary for entry into the class)

Education/Experience

Graduation from an accredited college with a Bachelor of Science degree in engineering and ten years of increasingly responsible professional level engineering experience that includes a minimum of four years of experience managing engineering operations or equivalent.

Knowledge/Skill/Ability

Thorough knowledge of the principles, methods, materials and equipment used in the design, construction and maintenance of water and sewage system facilities; knowledge of the principles and methods of organization and management and ability to work as part of a Districtwide technical team involved with all construction and maintenance activities; establish budgets; can demonstrate experience and capability to handle multiple projects up to twenty-five million dollars and also plan, lead, train, motivate and direct the work of a small professional and technical staff; familiarity with and ability to effectively use engineering design software and other computer aids commonly found in an engineering design office, ability to establish and maintain effective relationships with the District Board of Directors, other public and private agencies, contractors, developers and the general public.

License/Certificate

Possession of a valid Class C California driver's license.

Registration as a Professional Engineer in the State of California.

Residency

Applicants residing within 10 miles of the District's Service Area will be given preference to all other applicants.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing and reviewing construction plans, statistical reports and data, and using a computer keyboard. Additionally, the position requires near, far, and color vision in reading reports, reviewing plans and blueprints, and using the computer. When visiting construction sites or existing District facilities the position will require walking on uneven and slippery surfaces, climbing ladders or stairwells, exposure to all weather conditions, dust and pollen, and potential mechanical and heavy equipment hazards. Work hours include various evening meetings including regularly scheduled Board meetings.

OTHER REQUIREMENTS

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

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| Approved | DM |
| Date | 3/3/20 |