

INDIAN WELLS VALLEY WATER DISTRICT

Job Description

Chief/District Engineer (Revised: 05/06/26)

Position Overview

Position Title:	Chief or District Engineer
Employment Classification:	Exempt
Departments:	Engineering & Water Supply
Reports To:	General Manager

Job Summary

To manage the Engineering and Water Supply Departments including engineering; chemical, bacteriological and biological reviews; regulatory compliance; and related technical and administrative assignments. When assigned by the General Manager, assist and support the General Manager, including acting as General Manager.

Supervision

Minimal. Direction is provided by the General Manager, as needed.

Directly supervise Engineering support staff including the Assistant/Associate/Senior Engineer, Water Supply Department and others as assigned.

Distinguishing Characteristics

Serves as a high-level manager overseeing water system planning, design, and regulatory compliance. The Chief/District Engineer is responsible for presenting technical information and updates to the public and Board of Directors. Manages complex water infrastructure projects, including water treatment systems, pipelines, and pumping stations. Ensures the District complies to State and Federal regulations regarding water quality, and environmental regulations. Attendance at various meetings, including safety meetings.

Essential Duties and Responsibilities

- Provide leadership by example; establish and maintain quality standards.
- Maintain District Engineering standards manual and review plans for compliance with District standards; draft engineering plans and specifications for District projects.
- Responsible for monitoring the requirements of and responding to regulatory agencies regarding respective technical and administrative requirements.
- Hazardous substance management, permitting, and compliance with EPA and the State Department of Toxic Substance Control regulations.

- Research records for impacts to District facilities upon receipt from City, County, or private developer of proposed construction projects. Responds to originator for any District requirements.
- Perform computer analysis for engineering calculations and design.
- Prepare construction bid packages, including adjusting contract documents, technical specifications, and special provisions for specific project requirements.
- Prepare plans, maps, technical specifications, and special provisions for specific projects.
- Oversee maintenance of District's Geographic Information System.
- Responsible for water quality testing programs, quality and production record-keeping and reporting.
- Responsible for maintaining engineering drawings and records.
- Assist with and attend various Board and Committee meetings.
- Assist in development of budgets and monitor capital projects.
- Assist in performing rate studies, water production and consumption analysis; file annual water consumption/production/quality reports with respective agencies.
- Draft RFPs/RFQs and scope of services for outside services.
- Make effective oral and written presentations to groups within and outside the District.
- Maintain sound client/customer relationships to ensure customer satisfaction with quality and quantity of service.
- Perform other duties as assigned.

All other temporary work assignments which are infrequently assigned, and not covered above, shall be considered non-essential tasks, duties or responsibilities.

Skills and Abilities

Knowledge of:

- Scientific principles applicable to the production and distribution of potable water.

- Complex principles and practices of public utility engineering, including all aspects of design and construction.
- Basic management practices.
- General regulatory procedures.
- Communication protocol with public and other agencies.

Ability to:

- Communicate clearly and effectively, both orally and in writing.
- Learn the technical aspects of water production and distribution including water quality.
- Properly interpret and make decisions in accordance with applicable laws, regulations and policies.
- Establish and maintain effective working relationships with others.

Minimum Qualifications

Any Combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below.

- **Experience:** Minimum of two years' work experience preferred at the level of an Associate/Senior Engineer level. Familiarity with the codes and regulations related to drinking water is desirable. Must possess strong oral and written communication skills. Familiarity with computer applications including AutoCAD, GIS and water hydraulic modeling software is a plus.
- **Education:** Minimum of a Bachelor of Science degree in Civil, Environmental, or Mechanical Engineering from an accredited college or university. Academic course work should have included hydraulics and the principles of water treatment. Graduate degree is a plus.
- **Certifications:** None.
- **Licenses:**
 - Chief Engineer: Registration as a Professional Civil Engineer in the State of California is required. If applicant possesses a P.E. license from another state, applicant must obtain a California P.E. license within two years of hire date. Must

possess State of California Class C Driver's License.

- District Engineer: Possess an Engineer-in-Training (EIT) certificate. The District Engineer is expected to begin working on obtaining his/her PE License within 2 years.

Must successfully complete a physical examination and drug screen. Must have a driving record acceptable to the District's insurance underwriter.

Physical Requirements and Working Conditions

The physical requirements and physical demands placed upon this position are outlined separately. (A copy of these requirements is to be attached to this job description).

The District will provide reasonable accommodation in accordance with the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA).

Equal Employment Opportunity

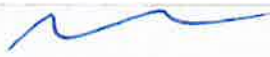
The Indian Wells Valley Water District is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, veteran status, genetic information, or any other protected category under federal, state, or local law.

Unless otherwise covered by a Memorandum of Understanding or other agreement, employment with the District is considered at-will, and nothing in this job description alters that status.

Chief/District Engineer: Revised Job Description Approval

Department Manager Recommendation:

General Manager Approval:



Received and Recorded by Human Resources:

