

INDIAN WELLS VALLEY WATER DISTRICT
Essential Function Job Description

1. **Position Title:** DISTRICT ENGINEER
2. **Employment Classification:** Exempt
3. **Department:** Engineering
4. **Reports To:** General Manager
5. **Fundamental Objectives:** To manage the Engineering Department 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.
6. **Level of Supervision Required:** Minimal. Direction is provided by the General Manager.
7. **Supervisory Responsibilities:** Directly supervise Engineering Inspectors, Engineering Technician/Systems Administrator, and others as assigned.
8. **Essential Job Duties and Responsibilities:**
 - A. Provide leadership by example, establishing and maintaining quality standards.
 - B. Maintain District Engineering standards manual and review plans for compliance with District standards, and draft engineering plans and specification for District projects.
 - C. Responsible for monitoring the requirements of and responding to, regulatory agencies, regarding respective technical and administrative requirements.
 - D. Research records for impacts to District facilities, upon receipt from City or County, of proposed construction projects. Responds to City, County and originator for any District requirements.
 - E. Perform computer analysis for engineering calculations and design.
 - F. Prepare construction bid packages, including adjusting contract documents, technical specifications, and special provisions for specific project requirements.
 - G. Prepare plans, maps, technical specifications, and special provisions for specific

projects.

- H.** Oversee the maintenance of the District's information management system including the file server(s) and workstations. Plan modification or additions to local area network.
- I.** Responsible for water quality testing programs, quality and production record-keeping and reporting.
- J.** Responsible for maintaining Engineering drawings, records, Water Shortage Contingency Plan, Valve Book, etc.
- K.** Assist with various committee and Board meetings.
- L.** Assist in development of budgets and monitor capital projects.
- M.** Assist in performing rate studies, water production and consumption analysis; file annual water consumption/production/quality reports with respective agencies.
- N.** Draft RFP's and scope of services for outside services.
- O.** Provide technical assistance for the District's conservation and cross-connection programs.
- P.** Make effective oral and written presentations to groups within and outside the District.
- Q.** Maintain sound client/customer relationships to ensure customer satisfaction with quality and quantity of service.
- R.** Report on various technical and administrative information including, but not limited to, service connection, usage, classification, etc.
- S.** Perform other duties as assigned.

Attendance at various meetings, including safety meetings.

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

9. Skills and Abilities:

A. Knowledge of:

- 1.** Scientific principles applicable to the production and distribution of

potable water.

2. Complex principles and practices of public utility engineering, including all aspects of design and construction.
3. Computer and local area network methods and environments.
4. Basic management practices.
5. General regulatory procedures.
6. Communication protocol with public and other agencies.

B. Ability to:

1. Communicate clearly and effectively in English, both orally and in writing.
2. Learn the technical aspects of water production and distribution including water quality.
3. Properly interpret and make decisions in accordance with applicable laws, regulations and policies.
4. Establish and maintain effective working relationships with others.
5. Develop, revise, install and utilize manual and automated information management systems.

10. **Minimum Qualifications:** An equivalent combination of experience, education/training may be accepted by the General Manager. A typical way to obtain the knowledge and abilities would be:

Experience: Minimum of two years work experience preferred. Academic course work should have included hydraulics and the principles of water treatment. 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: Bachelor of Science Degree in Civil or Environmental Engineering from an accredited college or university. Graduate degree is a plus.

Certifications: None.

Licenses: Possess an Engineer-in-Training (EIT) certificate.

Must also successfully complete physical examination and possess a valid California driver's license with a driving record acceptable to the District's insurance underwriter.

11. Physical Demands/Requirements:

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.

DISTRICT ENGINEER
JOB DESCRIPTION APPROVAL

Department Manager Recommendation:

Signature: _____

Date: _____

General Manager Approval:

Signature: _____

Date: _____

Received and Recorded by Human Resources:

Signature: _____

Date: _____