

## **HUMBOLDT COMMUNITY SERVICES DISTRICT JOB DESCRIPTION:**

### **DISTRICT ENGINEER**

Effective February 1, 2021

#### **Definition:**

This salary-exempt classified position 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. Performs other work as required.

#### **Distinguishing Characteristics:**

The District 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/Exercised:**

Receives minimal direction from the General Manager. The District Engineer provides direction, consultation, and collaborates with the Assistant/Associate Engineer, Engineering Technicians, Engineering Service Representatives, and other District staff.

#### **Examples of Essential Duties:**

Plans, develops and implements goals and objectives 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; provides information to the general public and responds to and follows through on customer service calls; performs code enforcement; 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 wastewater collection and treatment facilities. Is responsible for coordinating District Emergency Operations planning. Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the District's ability to provide critical public services impacting public health.

**Qualifications**

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

**Education/Experience**

Graduation from an accredited college with a Bachelor of Science degree in civil or mechanical 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; laws, rules, ordinances, and legislative processes governing water rights, water development, water pollution, and wastewater collection; 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 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.

Ability to: provide critical thinking to assigned projects; troubleshoot issues and provide fail safe options; operate equipment, inspect facilities, and conduct field operations; work rotating shifts, weekends, holidays and remain available in the event of an emergency; maintain effective working relationships.

**License/Certificate**

Possession of a valid Class C California driver's license. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates.

Possession of a valid Certificate of Registration as a Professional Civil or Mechanical Engineer in the State of California.

**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 and far 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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**Employee Acknowledgement:**

I acknowledge and understand that receipt of this job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know no limitations which would prevent me from performing these functions with or without reasonable accommodation. I further understand that it is my responsibility to inform the General Manager at any time that I am unable to perform these functions.

The specific statements shown in each section of this job description are not intended to be all inclusive. They represent typical elements and criteria necessary to successfully perform the job. Job duties, tasks, work hours, and work requirements may be changed at any time. Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the District. My signature below confirms that I have read and understand this job description.

I have reviewed this Job Description with the General Manager, fully understand it, and freely agree to its terms.

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Employee Signature

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Date