



## Engineering Supervisor I/II

Class Code:  
186-P, 203-A

### DEFINITION

Under direction, supervises the activities and staff within a specialized work unit engaged in project engineering, development services, water production, water supply or facilities maintenance. Dependent upon position assignment, may supervise development and implementation of the District's Capital Improvement Program, oversee engineering project management work for major capital projects and facility upgrades and/or supervise staff performing engineering tasks related to District-wide facilities maintenance and operations, water quality and regulatory compliance programs, water supply forecasting, monitoring and operation of groundwater recharge facilities, support and maintenance of engineering records or a variety of development-related services (review and inspection of new water distribution systems installed by developers; job order preparation for installation of new meters, services or fire protection facilities; contracts and specifications; public agency project review and coordination; distribution system mapping and property records; establishment of ACWD Standard Engineering Practices and Procedures; engineering support for Customer Service and Operations; development of the District's Water Main Replacement Program; oversight of the Corrosion Control Program; or oversight and planning of facilities maintenance activities related to equipment testing and replacement); serves as liaison with a variety of public agencies on project reviews and engineering issues; and performs other related work as required.

### DISTINGUISHING CHARACTERISTICS

**Engineering Supervisor I** is the entry level in the engineering supervisor series. Under close to general direction within a framework of established policies and procedures, incumbents perform a full range of routine work activities and supervisory responsibilities, while learning the more complex activities performed by incumbents in the Engineering Supervisor II classification. Assignments are given in general terms and are subject to frequent review while in progress and upon completion. There is some latitude for independent judgment and action in well-defined areas of work.

This classification is distinguished from the Engineer III class in that the latter class is the advanced professional level in the engineering series and may report to this class. This class is distinguished from the fully-experienced Engineering Supervisor II class by the more routine nature and limited complexity of work assignments and the level of supervision received. These classes are flexibly staffed. Upon recommendation of the immediate supervising manager and approval by the department manager, an incumbent Engineering Supervisor I may advance to Engineering Supervisor II after meeting the qualifications for the higher-level classification.

**Engineering Supervisor II** is the fully-experienced level within the engineering supervisor series. Under general direction within a framework of established policies and procedures, incumbents perform a full range of routine to complex duties and responsibilities related to assigned position. Assignments are given in general terms and subject to periodic review while in progress and upon completion. There is significant latitude for discretion and independent judgment in the selection of work methods to achieve established goals.

This classification is distinguished from the Engineering Supervisor I class in that the latter is the

entry level in the engineering supervisory series. This classification series is distinguished from other engineering supervisors and managers by the responsibility for supervising a variety of activities in Project Engineering, Development Services, Water Production, Water Supply or Facilities Maintenance dependent upon the position assignment.

**TYPICAL DUTIES (Dependent Upon Assignment)**

**TYPICAL EXAMPLES OF DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:**

- Oversees preparation of the 5-year and 25-year Capital Improvement Program (CIP) plan and oversees minor capital improvement projects (CIP).
- Makes presentations to the Board of Directors on the CIP and various projects/programs and prepares monthly and quarterly project/program report summaries for management.
- Supervises professional and technical staff performing development related services, support for Customer Service/Operations, maintenance and development of Engineering standards, the District's Water Main Replacement and Corrosion Control Programs.
- Supervises field personnel assigned to order water deliveries, operate rubber dams and diversion work and the provision of watershed surveillance; ensures that employees are properly trained, follow safe work practices and document field work.
- Supervises engineering review of requests and proposals during the annual budget process; after budget approval, assigns projects to engineering staff; sets priorities and adjusts workload accordingly.
- Interviews and hires new staff; plans, prioritizes, assigns and reviews work, approves time off for payroll purposes, and prepares and reviews employee performance evaluations.
- Prepares and updates engineering procedures, agreements, contracts, fee structures, and guidelines; ensures projects are implemented in accordance with District purchasing, RFP and contracting procedures.
- Provides technical oversight and coordination of work through project coordination meetings and other means, monitors progress against project schedules; recommends allocation of resources as required to accomplish goals.
- Reviews inspection reports and assists in resolution of field construction problems; authorizes or recommends change orders and claims resolution; represents District in engineering contract dispute resolution meetings.
- Monitors engineering aspects of facility start-ups; ensures project start-up plans and required documentation are completed and coordinated with Operations and Maintenance Department personnel.
- Serves as liaison person with a variety of public agencies regarding water quality and environmental compliance, project reviews and engineering issues.

- Prepares annual budget request for assigned program; estimates staffing, equipment supply needs based upon recent trends and planned activities; monitors expenditures after budget adoption; approves purchase requisitions.
- Supervises professional and technical staff engaged in water system engineering studies and/or pilot tests with emphasis on optimizing water treatment and water quality control processes. Reviews and provides input and direction to the work of consultants. Helps develop implementation strategies and plans to meet more stringent regulatory requirements.
- Supervises professional and technical staff engaged in the Districts water treatment and distribution system regulatory compliance program; develops and maintains standard operating procedures for compliance, oversees preparation and permit applications, submitting required reports, responding to regulatory actions and ensuring completion of follow-up measures as needed.
- Oversees District-wide environmental compliance program, ascertains permitting requirements and develops compliance plans, supervises compliance activities including document preparation, permit applications, educating and training staff, record keeping, submitting required reports, responding to regulatory actions and ensuring completion of follow-up measures, as needed.
- Oversees the preparation and periodic updates to the water quality monitoring program, including special investigations; assists in ensuring implementation of quality assurance/quality control measures consistent with State certification requirements.
- Assesses field reports and other monitoring data to determine impacts of upstream activities on watershed lands and, where applicable, verifies activities are in compliance with permitted conditions protective or District water supply operations.
- Recommends equipment and maintenance standards, procedures and performance criteria for ongoing planned maintenance activities; helps define training needs for maintenance and operations personnel related to maintenance standards and procedures.
- Develops and/or oversees predictive and preventive maintenance programs, evaluation of equipment health and planned equipment replacements.
- Oversees the maintenance of computerized process control and asset maintenance management systems.
- Performs other related work as required.
- May participate in an after-hours (on call) standby rotation and function as a shift operator, as defined by SWRCB (Water Production only).

## **REQUIREMENTS**

*Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be the equivalent of:*

**Education and Experience:**

Either possession of a Baccalaureate degree from an accredited college or university with a major in civil, mechanical, or electrical engineering or a related field, or a California Engineer-In-Training Certificate and

**Engineering Supervisor I:** Four (4) years of full time civil, mechanical, environmental, or electrical engineering experience with at least two (2) years in a lead capacity directing the work of others involved in civil, structural, mechanical, electrical, or hydraulic design, water supply planning, distribution system planning, water quality and environmental compliance programs, economic engineering investigations or engineering project management at a level equivalent to or higher than the District's Engineer II classification. When assigned to the Water Production Division, possession of D-3 Distribution Operator certification and a T-2 Treatment Operator certification issued by the SWRCB is required.

Successful completion of the District's Pre-Supervisory Training Program may be substituted for the two (2) years in a lead capacity directing the work of others.

**Engineering Supervisor II:** Four (4) years of engineering experience with at least two (2) years involved in civil, structural, mechanical, electrical, or hydraulic design, water supply planning, distribution system planning, water quality and environmental compliance program management and implementation, economic engineering investigations or engineering project management at a level equivalent to the District's Engineering Supervisor I classification. When assigned to the Water Production Division, possession of a D-3 Distribution Operator certification and a T-3 Treatment Operator certification issued by the SWRCB is required.

**Additional Requirements:**

- Must possess a valid California driver's license upon hire, and have a satisfactory driving record.
- Must possess California State Registration as a Professional Engineer.
- Possession of a California State Certification as a Distribution Operator III is desirable for all assignments.

**Knowledge, Skills and Abilities:**

Thorough knowledge of: engineering principles, terms, practices, methods applicable to water utilities; principles and practices of effective employee supervision and personnel management; engineering economics including project management and cost/benefit analyses; cost estimating methods; engineering project management methods and techniques; budget administration; engineering mathematics through calculus and statistical analysis methods; pertinent Federal, State and local laws, codes and regulations governing the operation of water facilities, water treatment processes, environmental controls, and workplace safety; safe work practices as they relate to the position and the ability to identify workplace hazards and/or unsafe conditions and take appropriate action to correct same.

Skill and Ability to: plan, organize and direct an effective project engineering, water production, water supply, facilities maintenance, and/or development services program; apply engineering principles and techniques to the solution of engineering problems; review alternative engineering processes and calculate life cycle costs; implement and development water quality

and environmental compliance programs; prepare engineering specifications, requests for proposals, contract documents, and/or design drawings; plan, assign and supervise the work of subordinate staff; effectively use a personal computer and job-related computer systems and software applications; maintain detailed and accurate records and prepare a variety of memos, letters and technical reports and specifications that are clear and concise; communicate effectively both orally and in writing to technical and non-technical persons; establish and maintain effective working relationships with those contacted in the course of the work; and perform the essential functions of the job without causing harm to self or others

**Working Conditions/Physical Requirements:**

The essential functions of the job require on a continuous basis, the ability to sit for extended periods of time in front of a computer screen; intermittently twist to reach equipment or supplies surrounding desk; perform simple grasping and fine manipulation; use telephone, computer keyboard and related equipment on a daily basis; speak and hear in person and on the phone; see sufficiently to perform assignments; periodically drive a vehicle and occasionally crawl into confined spaces or climb a ladder to heights to inspect construction activities; and frequently lift and/or carry objects weighing up to 25 pounds and occasionally up to 55 pounds.

Revised: 06/15, 12/18

Approved: \_\_\_\_\_  
Human Resources/Risk Manager