



Development Services Manager

Class Code:
109

DEFINITION

With direction from the Engineering Manager, plans, organizes and directs an effective development services program for the District; supervises professional and technical staff engaged in the review, inspection and approval of developer work projects to assure conformance with District technical specifications; serves as liaison with developers, contractors, customers and a variety of public agencies to resolve field disputes, responds to inquiries and/or complaints; provides information on work projects; and performs other related work as required.

DISTINGUISHING CHARACTERISTICS

Development Services Manager is a single-position mid-manager classification. Under limited direction within a framework of broad policies and procedures, the incumbent plans, organizes and directs an effective development services program for the District and supervises professional and technical staff engaged in the review, inspection and approval of developer work projects. Assignments are given in general terms and subject to review upon completion. There is significant latitude for discretion and independent judgment to achieve overall goals and objectives of areas of responsibility.

This classification is distinguished from other engineering managers by the specific responsibility for planning, organizing and directing the District's Development Services program and the supervision of professional and technical staff engaged in the review, inspection and approval of developer work projects. This classification is distinguished from the Engineering Manager classification in that the latter is a department head with responsibility for all District-wide engineering services.

TYPICAL DUTIES

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

- Updates and maintains the District's standard technical specification related to approved pipes, valves and other materials to be used in District or developer initiated engineering projects; analyzes and makes recommendations on revisions to District schedule of rates and charges.
- Reviews work of engineering technicians, engineers, and other staff in connection with plans and designs submitted by developers to connect to the water distribution system; processes and approves water main extension contracts, easements and job orders to initiate or change water service or set water meters.
- Interviews and hires new staff; prioritizes, assigns and reviews work, approves time off for payroll purposes, and prepares and reviews employee performance evaluations.
- Schedules and supervises the work of construction inspectors in their review and approval of contractor field activities; makes site visits as needed to resolve field disputes; responds to and resolves complaints from developers, city representatives, or customers regarding work projects.

Development Services Manager

- Prepares the annual budget request for the program; estimates staffing, equipment and supply needs based upon recent trends and planned activities; monitors expenditures after budget adoption; approves purchase requisitions.
- Reviews and approves the design and installation of non-standard uses, such as for reclaimed water, for compliance with applicable standards; responds to developer inquiries regarding fire flow tests and related issues.
- Oversees continuous updating of distribution system maps and drawings as new installations are completed; gives staff presentations on unique aspects of completed work.
- Chairs the District's Materials Review Committee; participates in the review, evaluation, and field testing of new construction materials, supplies or equipment.
- Assists in implementation of a Geographic Information System (GIS) by providing input to systems development in the role of an end user of the technology.
- Performs other related work as required.

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: Possession of a Baccalaureate degree from an accredited college or university with a major in civil engineering, California State Registration as a Professional Civil Engineer, and five years of full time civil engineering experience, which includes at least two years experience in construction management and/or review of developer projects and at least three years' experience in a supervisory capacity.

Knowledge, Skills and Abilities:

Thorough knowledge of: engineering principles, terms, practices, methods applicable to water utilities; engineering hydraulics; water distribution systems design and operation; principles and practices of effective employee supervision and personnel management; engineering economics including project management and cost/benefit analyses; cost estimating methods; engineering construction 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, 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 development services program; apply engineering principles and techniques to the solution of engineering problems; review engineering plans and designs for conformance with District standards; prepare and administer engineering contract documents; plan, assign and supervise the work of subordinate staff; effectively use job-related computer systems and software applications including word processing, spreadsheets, hydraulic design, GIS, and presentation programs; communicate effectively both orally and in writing to technical and non-technical persons; maintain detailed

Development Services Manager

and accurate records; prepare a variety of memos, letters and technical reports and specifications that are clear and concise; 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.

Additional Requirements:

- Must possess a valid California driver's license and have a satisfactory driving record

Working Conditions/Physical Requirements:

The essential functions of this classification are primarily performed in a controlled-temperature office environment and require the ability to sit for extended periods in front of a computer screen; finger dexterity and hand strength to perform simple grasping and fine manipulation, use a telephone, computer keyboard and other office equipment on a daily basis; speak and hear in person and on the phone; see sufficiently to perform assignments; and intermittently twist to reach equipment or supplies surrounding desk,

Occasionally, essential construction inspection or other work activities are performed outdoors under a variety of climatic and geographic conditions in an environment with exposure to loud noise, chemicals, fumes and other environmental substances and require the ability to; safely drive a vehicle to job sites and traverse uneven terrain.

Revised: 08/14

Approved: 
Human Resources/Risk Manager

