

# Water Authority Position Description

## PLNG & ENGINEERING MANAGER

Status	Position Code	Level	Date
APPROVED	PEMG	P31	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

### POSITION SUMMARY

PLAN, DIRECT, AND MANAGE ALL ACTIVITIES WITHIN THE CENTRAL ENGINEERING DIVISION AND COORDINATE THOSE ACTIVITIES WITH OTHER WATER AUTHORITY DIVISIONS, OUTSIDE AGENCIES AND THE PUBLIC. PERFORM COMPLEX ANALYTICAL WORK IN PROVIDING ADMINISTRATIVE AND ENGINEERING SUPPORT FOR WATER AND WASTE WATER ENVIRONMENTAL PROJECTS AND PROGRAMS TO ENSURE TECHNICAL COMPETENCE AND COMPLIANCE WITH ALL FEDERAL, STATE AND LOCAL REGULATIONS AND ORDINANCES.

### MIN EDUCATION & EXPERIENCE REQ

MASTER'S DEGREE, FROM AN ACCREDITED COLLEGE OR UNIVERSITY, IN CIVIL ENGINEERING OR RELATED FIELD, ELEVEN (11) YEARS OF PROFESSIONAL ENGINEERING EXPERIENCE TO INCLUDE SIX (6) YEARS DIRECT SUPERVISORY EXPERIENCE IN A MANAGEMENT AND/OR ADMINISTRATIVE CAPACITY.

### ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP) WITHIN SIX (6) MONTHS POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE LICENSED AS PROFESSIONAL ENGINEER IN STATE OF NEW MEXICO. MAY SUBSTITUTE PE LICENSE FROM ANOTHER STATE RECOGNIZED BY THE STATE OF NEW MEXICO, WITH THE ABILITY TO OBTAIN NEW MEXICO LICENSE WITHIN ONE YEAR FROM DATE OF HIRE.

### SUPERVISION RECEIVED/EXERCISED

RECEIVE GENERAL ADMINISTRATIVE DIRECTION FROM THE CHIEF OPERATING OFFICER

EXERCISE DIRECT SUPERVISION OF SUPERVISORY, PROFESSIONAL AND SUPPORT STAFF.

### ESSENTIAL FUNCTIONS

1. MANAGE ENGINEERING DESIGN AND CONSTRUCTION ACTIVITIES SUCH AS COORDINATING CONSTRUCTION PHASES AND SCHEDULES WITH CONTRACTORS, NEGOTIATING AND PREPARING CONSTRUCTION CONTRACTS, DOCUMENTS AND COST ESTIMATES.
2. DEVELOP, RECOMMEND AND IMPLEMENT DIVISION GOALS, OBJECTIVES, POLICIES AND PRIORITIES FOR EACH SERVICE AREA.
3. ESTABLISH, WITHIN AUTHORITY POLICY, APPROPRIATE SERVICE AND STAFFING LEVELS. MONITOR AND EVALUATE THE EFFICIENCY AND EFFECTIVENESS OF SERVICE DELIVERY METHODS AND PROCEDURES. ALLOCATE RESOURCES ACCORDINGLY.
4. PLAN, DIRECT AND COORDINATE, THROUGH STAFF, THE WORK PLAN FOR ASSIGNED ENGINEERING ACTIVITIES, CAPITAL IMPROVEMENT PROGRAM (CIP) AND DECADE PLAN. ASSIGN PROJECTS AND PROGRAMS. REVIEW AND EVALUATE WORK METHODS AND PROCEDURES. IDENTIFY AND RESOLVE PROBLEMS.
5. ASSESS AND MONITOR WORK LOAD, ADMINISTRATIVE AND SUPPORT SYSTEMS, AND INTERNAL REPORTING RELATIONSHIPS. IDENTIFY OPPORTUNITIES FOR IMPROVEMENT. DIRECT AND IMPLEMENT CHANGES.
6. PARTICIPATE IN THE EMPLOYEE INTERVIEW/SELECTION PROCESS. TRAIN, MOTIVATE AND EVALUATE ASSIGNED STAFF. PROVIDE OR COORDINATE TRAINING. WORK WITH EMPLOYEES TO CORRECT DEFICIENCIES. IMPLEMENT DISCIPLINE AND TERMINATION PROCEDURES AS NEEDED.
7. OVERSEE AND PARTICIPATE IN THE DEVELOPMENT AND ADMINISTRATION OF THE DIVISION BUDGET. FORECAST FUNDS NEEDED FOR STAFFING, EQUIPMENT, MATERIALS AND SUPPLIES AND APPROVE EXPENDITURES AND IMPLEMENT BUDGETARY ADJUSTMENTS AS APPROPRIATE AND NECESSARY.
8. EXPLAIN, JUSTIFY AND DEFEND DIVISION PROGRAMS, POLICIES AND ACTIVITIES. NEGOTIATE AND RESOLVE SENSITIVE AND CONTROVERSIAL ISSUES.
9. REPRESENT ASSIGNED ENGINEERING ACTIVITIES TO OTHER DIVISIONS, ELECTED OFFICIALS AND OUTSIDE AGENCIES. COORDINATE ASSIGNED ACTIVITIES WITH THOSE OF OTHER DIVISIONS, AND OUTSIDE AGENCIES AND ORGANIZATIONS.
10. PROVIDE STAFF ASSISTANCE TO THE CHIEF OPERATING OFFICER. PARTICIPATE ON A VARIETY OF BOARDS, COMMISSIONS AND COMMITTEES. PREPARE AND PRESENT STAFF REPORTS AND OTHER NECESSARY CORRESPONDENCE.

#### **SUPPLEMENTAL FUNCTIONS**

1. ATTEND AND PARTICIPATE IN PROFESSIONAL GROUP MEETINGS. STAY ABREAST OF NEW TRENDS AND INNOVATIONS IN THE APPLICABLE FIELDS OF ENGINEERING AND UTILITY OPERATIONS AND MAINTENANCE.
2. RESPOND TO AND RESOLVE DIFFICULT AND SENSITIVE CITIZEN INQUIRIES AND COMPLAINTS.
3. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

#### **PREFERRED KNOWLEDGE**

OPERATIONS, SERVICES AND ACTIVITIES OF A COMPREHENSIVE CIVIL ENGINEERING PROGRAM  
 OPERATIONAL PROCEDURES OF WASTEWATER COLLECTIONS TREATMENT AND LIFT STATION FACILITIES  
 OPERATIONAL CHARACTERISTICS OF WATER PUMP STATIONS, TREATMENT FACILITIES AND RESERVOIRS  
 METHODS AND TECHNIQUES OF EVALUATING SYSTEM PERFORMANCE AND RECOMMENDING MODIFICATIONS  
 PRINCIPLES AND PRACTICES OF CONSTRUCTION  
 PRINCIPLES AND PROCEDURES OF CONTRACT NEGOTIATION  
 PRINCIPLES AND PRACTICES OF PROGRAM DEVELOPMENT AND ADMINISTRATION  
 PRINCIPLES AND PRACTICES OF BUDGET PREPARATION AND ADMINISTRATION  
 PRINCIPLES OF SUPERVISION, TRAINING AND PERFORMANCE EVALUATION  
 PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES, REGULATIONS AND ORDINANCES  
 COLLECTIVE BARGAINING AGREEMENTS AND UNION WORKPLACE PROCESSES  
 WORKPLACE SAFETY PRINCIPLES, INCIDENT INVESTIGATIONS, COMPLIANCE MONITORING  
 ENVIRONMENTAL COMPLIANCE PROCESSES  
 SITE SECURITY PRINCIPLES AND PROCESSES  
 PRINCIPLES OF ASSET MANAGEMENT, LIFE CYCLE ANALYSIS, AND "TRIPLE BOTTOM LINE" EVALUATION  
 STATISTICAL ANALYSIS, RESEARCH METHODS, AND HYPOTHESIS TESTING  
 WATER AUTHORITY PERSONNEL RULES AND REGULATIONS

#### **PREFERRED SKILL/ABILITY**

MANAGE THE OPERATION AND MAINTENANCE OF VARIOUS STORM DRAINAGE LIFT STATION MAINTENANCE, WATER AND WASTEWATER SERVICES AND CONSTRUCTION MANAGEMENT ACTIVITIES  
 DELEGATE AUTHORITY AND RESPONSIBILITY  
 STATISTICALLY AND OBJECTIVELY ANALYZE AND ASSESS PROGRAMS, POLICIES AND OPERATIONAL NEEDS AND MAKE APPROPRIATE ADJUSTMENTS  
 IDENTIFY AND RESPOND TO SENSITIVE COMMUNITY AND ORGANIZATIONAL ISSUES, CONCERNS AND NEEDS  
 DEVELOP AND ADMINISTER DIVISION GOALS, OBJECTIVES AND PROCEDURES  
 PREPARE ADMINISTRATIVE AND FINANCIAL REPORTS  
 PREPARE AND ADMINISTER LARGE AND COMPLEX BUDGETS  
 RESEARCH, ANALYZE AND EVALUATE SERVICES, PROBLEMS, IDENTIFY ALTERNATIVE SOLUTIONS, PROJECT CONSEQUENCES OF PROPOSED ACTIONS AND IMPLEMENT RECOMMENDATIONS IN SUPPORT OF GOALS  
 INTERPRET, APPLY AND ENFORCE APPLICABLE FEDERAL, STATE AND LOCAL POLICIES, LAWS AND REGULATIONS  
 COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING  
 ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK

#### **WORKING CONDITIONS**

FIELD AND OFFICE ENVIRONMENT; OCCASIONAL CONSTRUCTION SITE ENVIRONMENT;  
 EXPOSURE TO NOISE, DUST, GREASE, SMOKE, FUMES, GASES. COMPUTER SCREENS;  
 MAY WORK IN OR WITH WATER OR AROUND HEAVY CONSTRUCTION EQUIPMENT

**PHYSICAL REQUIREMENTS**

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES SUCH AS: SITTING, WALKING OR STANDING FOR PROLONGED PERIODS; TRAVEL FROM SITE TO SITE; OPERATING MOTORIZED VEHICLES  
MAINTAIN EFFECTIVE AUDIO/VISUAL DISCRIMINATION AND PERCEPTION TO THE DEGREE NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF ASSIGNED DUTIES