



ROSS VALLEY SANITARY DISTRICT

2960 Kerner Blvd
San Rafael, CA 94901
(415) 259-2949 ~ rvsd.org

JOB DESCRIPTION

| TITLE | SALARY | DATE | REVISION |
|-------------------|---|--------------|----------|
| District Engineer | Range 41: \$9,533 - \$12,166/month (FY11-12) | July 1, 2010 | 1c |
| NOTES | The District Engineer position is a historical district position with significant responsibility for directing and supervising all Engineering activities in support of the District's mission. | | |

INTRODUCTION

The Ross Valley Sanitary District is located in beautiful and culturally rich Marin County, halfway between San Francisco and California's famous wine country. Founded in 1899, RVSD is one of the oldest sanitary districts in Marin County. It provides wastewater collection for the 55,000 residents of the Ross Valley towns and communities of: Fairfax, San Anselmo, Ross, City of Larkspur (including Bon Air), and the unincorporated areas known as Sleepy Hollow, Kentfield, Kent Woodlands, Oak Manor, Greenbrae, Murray Park, San Quentin Village, and California State Prison at San Quentin.

This position requires a highly-motivated individual who will serve under the direction and supervision of the General Manager. The position plans, organizes, directs, and review the activities and operations of the Engineering function, including long- and short-range project planning, environmental planning, design, construction, and permitting programs, and servicing and mechanical repair of the District's wastewater collection system infrastructure, stationary pump and lift stations. The incumbent will coordinate all engineering activities with other departments and outside agencies and provide highly responsible and technical support to the General Manager

This is a senior management level classification responsible for directing and supervising all Engineering activities in support of the District's mission. The District is committed to: Being available and responsive to the needs of the public; Performing preventative maintenance on all collection system components; proactively identifying and correcting public sewer system defects; Working cooperatively with local, State, and Federal agencies; Upholding the District's standards and specifications on newly constructed public private sewers.

ESSENTIAL KNOWLEDGE, DUTIES AND RESPONSIBILITIES

Under general direction:

- Developing, planning, and implementing goals and objectives for the engineering function; preparing and administering internal policies and procedures relating to engineering program activities; interpreting and explaining applicable rules, laws, and regulations
- Directing, overseeing, and participating in the engineering program work plan; assigning work activities, engineering projects and programs; monitoring work flow; reviewing and evaluating work products, methods and procedures
- Recommending and administering policies and procedures such as ordinances, procedure guidelines, design standards, and standard plans and specifications while ensuring that operation and maintenance, financial, regulatory, and legal requirements are met
- Overseeing the development of consultant requests for proposal for professional and/or construction services and the advertising and bid processes; evaluating proposals and recommending project award; administering contracts after award; ensuring contractor compliance with District standards and specifications, time and budget estimates; analyzing and resolving complex problems that may arise; recommending and approving field changes as required.
- Conducting engineering and related studies, evaluating alternatives, making recommendations, and preparing reports for the Board of Directors through the General Manager; attending and participating in Board of Directors meetings.
- Conferring with and providing information to property owners, contractors, developers, engineers, architects, and the public regarding conformance to standards, plans, specifications and codes; explaining codes, requirements and procedures and evaluating alternatives.
- Conducting capital improvement project planning activities; providing oversight and input into the conceptual design of engineering projects; investigating and resolving problems with scope of work or cost issues of major facility upgrade and replacement projects.
- Coordinating the preparation of the annual budget request for the Engineering function; reviewing staffing, equipment, and supply needs based upon recent trends and planned activities; monitoring expenditures after budget adoption; approving purchase requisitions consistent with District policies.
- Utilizing outstanding leadership skills and effective, clear, and honest communication to lead the District and its staff to becoming a high-performance, team-based organization; assisting staff and work teams to accomplish their goals while helping them remain accountable for their work product and behavior; establishing a climate of openness, mutual respect and teamwork.

Special abilities:

- Communicate effectively, both orally and in writing, with those contacted in the course of work, including but not limited to the ability to use tact/diplomacy and establish/maintain cooperative working relationships
- Understand and accurately carry out written and oral instructions
- Take coaching, instruction and feedback with a cooperative and positive attitude
- Work in a standard office environment.

EDUCATION/EXPERIENCE REQUIREMENTS

A Bachelor's Degree from an accredited four-year college or university with major coursework in civil engineering or a related engineering field; ***AND***, five (5) years of professional engineering in the water/wastewater industry, including three (3) years in a supervisory management position.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid California Class C driver's license at the time of application and maintain a valid license throughout employment.

California State Registration as a Professional Civil Engineer.

PHYSICAL AND LEADERSHIP REQUIREMENTS

- Sitting at desk and at meetings for long periods of time: 60 - 80% (Heavy PC use)
- Standing: 5-10%
- Walking: 5-10%
- Bending Stooping/ Lifting up to 35 pounds: 5-10%
- Both large and fine hand movements
- Interact with public
- Create reports, memos, presentations, maps, e-mails, and performance measures
- Analyze organized and unorganized data and make recommendations
- Manage employees toward specified goals and objectives
- Inspect paperwork (e.g. spreadsheets, reports, memos, authoritative literature)
- Operate passenger vehicles occasionally

- Be able to work in an office environment and maintain professional relationships
- Be capable of facilitating and leading small and large groups
- Be capable of demonstrating ethical and structured business practices
- Be capable of holding employees accountable
- Be capable of encouraging and coaching employees
- Be capable of making decisions that further the goals and objectives of the District
- Be proficient with time management and task allocation limits
- Dress in a professional manner consistent with executive standards
- Be available for all District Board meetings, and other functions as required
- Other requirements as necessary or directed