GENERAL PURPOSE
Under general direction, plan, coordinates, manages and administers engineering projects related to water and waste water infrastructure capital improvements program, which includes performing strategic water planning (supply, production, transmission, distribution and water rights acquisition and administration) future wastewater planning, including collection and treatment to ensure quality utility services that comply with federal, state and local regulations by supervising professional engineering, new installations, water rights, and meter reading staff. Variable work hours in excess of a standard 40-hour work week, including evenings and weekends; emergency call back to respond to project situations; work beyond normal working hours to complete projects and meet project schedules and timelines.

SUPERVISION
General supervision is provided by the Chief Operations and Technical Officer (COTO)

REPRESENTATIVE DUTIES
The following is a summary of essential functions and duties required for the position of Engineering Department Manager. Reasonable accommodations may be made to assist a qualified individual with a disability to perform the essential function of this position in accordance with the District’s accommodations policy set forth in the Employee Handbook, Section 103. The District reserves the right to modify the essential functions and duties for this position in accordance with its business needs.

- Manages utilities projects by coordinating and providing technical assistance with in-house engineers, Consulting engineers, attorneys and water resource specialists regarding specific projects.
- Coordinates the various aspects of design projects and engineering related programs, including preparing preliminary and final cost estimates, construction plans, contract documents, material specifications, acquisition of right of way and easements.
- Develops and maintains computer models of the water distribution systems and sewer collection system.
- Develops and implements a relational data base regarding the water distribution system assets and daily operations; generates reports, work orders and related documents; oversees utility department development and update of water, and wastewater pipe network on GIS system.
- Plans, reviews, design, and certify drawings for water and wastewater; conducts field inspections of projects; signs, reports, specifications and contract documents.
- Drafts and creates engineering drawings from field data, sketches, drawings, raw data, diagrams and verbal/written narrative instructions; performs technical calculations for capacity and other sustainable master planned or other utility projects.
- Manages staff through appropriate delegation and work supervision; meets regularly with staff to discuss and resolve workload and technical issues; reviews work in progress in order to anticipate technical and management problems; recommends changes to improve the organization's functions and processes; interprets statutes and regulations.
- Participates with the Administration, Finance and Operation Departments in the development of the Utility Capital Improvement Program; maintains and/or oversees capital improvement funds, grant and loan utilization including reimbursement requests, project reporting, reconciliation of funds, monitoring of funds for appropriate disbursement and purchase order maintenance.
- Reviews master plans, plats, engineering plans and specifications, studies, and reports to ensure compliance, completeness, and accuracy with contractual arrangements regarding specific projects and compliance with District design standards, Subdivision Code and Uniform Building Code, and other applicable codes, guidelines and standards.
- Develops requests for proposal and/or qualifications in coordination with Procurement Procedures developed by the Purchasing Department to procure professional services for engineering, water resources, project management/administration and legal issues; develops the scope of work and schedules for project assignments; prepares project cost estimates.
• Responds to inquiries from the private and public sectors regarding information requests, complaints or concerns; provides information and documentation regarding requests and various projects.
• Resolves field problems with new installations; coordinates, participates and oversees utility development and building permit review process; maintains records regarding system infrastructure needs and coordinates utility design and construction with other District departments.
• Interacts and provides assistance with regional water projects; provides testimony regarding water service area disputes and other utility related issues; performs special studies of the existing infrastructure; recommends improvements and prepares technical reports.
• Supervised assigned staff. Involves: Schedule, assign, instruct, guide and check work. Appraise employee performance. Provide for training and development, enforce personnel rules and regulations, and work behavior standards firmly and impartially. Counsel, motivate and maintain harmony. Interview applicants. Recommend hiring, termination, transfers discipline, merit pay or other employee status changes.
• Keeps the General Manager informed on the engineering affairs of the District and assists the General Manager in long and short range engineering planning for improvement.
• Must be able to establish and maintain effective working relationships with fellow employees, officials, and the public.
• Performs any other duties as required and assigned by the General Manager. Perform duties of immediate supervisor or coworkers as necessary to ensure continuity of operations during absences.
• Maintains safe work practices according to District’s rules and policies.

MINIMUM JOB REQUIREMENTS

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education and Experience:**
A Bachelor’s degree in Engineering, and four (4) years engineering experience in a water and wastewater or pretreatment utility operation or program. Bilingual preferred (English and Spanish). Two (2) years of supervisory experience in the area of assignment. Keyboard and Personal Computer knowledge required.

**Licenses or Certificates:**
Texas Class “C” Driver’s License and must have an acceptable driving record. Class “C” Water Distribution Operator License issued by the State of Texas required within two (2) years of appointment. Class I Wastewater Collection System License issued by the State of Texas required within two (2) years of appointment.

**KNOWLEDGE, SKILLS AND ABILITIES**

• Application of extensive knowledge of utility engineering with an emphasis in the design, construction and maintenance of municipal projects
• Application of extensive knowledge principles and practices of project management; pertinent to the District, state and federal policies, procedures, standards, codes and ordinances.
• Application of extensive knowledge of infrastructure needs assessment, network modeling and technical operations support.
• Application of extensive knowledge of pipe network development, model calibration, verification and testing.
• Application of extensive knowledge of technical specifications and techniques governing water and wastewater.
• Application of extensive knowledge of AutoCad, Arcview and MS Office (including PowerPoint) software.
• Application of extensive knowledge principles and practices of civil engineering and surveying, administrative federal, state and local regulations and laws relating to water and wastewater utilities.
• Application of comprehensive knowledge of current literature and research in the field of utilities engineering.
• Application of good principles and practices of effective employee supervision
• Ability to read and interpret engineering plans and specifications and blueprints
• Ability to understand contract documents, legal documents and visual aids
• Ability to measure quantities of completed work; calculate hydraulic capacities and apply established mathematical and statistical techniques to analyze data. Ability to conduct inspections and evaluate the work of contractors and consultants to establish compliance with project plans, specifications, laws, ordinances and standards
• Ability to communicate effectively, both orally and in writing
• Ability to operate a personal computer and advanced engineering equipment and software
• Ability to operate a motor vehicle and navigate across even and uneven surfaces, inspect job sites prior to and during construction phase to assess existing conditions and resolve issues; understand and consider legal implications.
• Skills in operating a personal computer, pipe network and various complex software applications related to water, wastewater, surveying drafting equipment use and meter reading.
• Skills in reading and interpreting rules and regulations, and effectively advising assigned staff on project issues.
• Skills in writing grant and loan applications.

Other Job Characteristics:

• Occasional work in a field environment which includes traversing uneven terrain to inspect work in progress.
• Occasional exposure to adverse weather conditions.
• Occasional driving through District service area traffic.
• Subject to on-call during non-working hours and mandatory recall during periods of water and wastewater utility emergency operations.
• Working conditions are primarily inside with occasional work outdoors with frequent exposure to temperature extremes, dust, dirt, grease, and noise.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: This position functions in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. However, other indoor and outdoor environments may be required due to the nature of the District’s business and various work locations. Travel from site to site will be required. May be exposed to noise, dust, and inclement weather conditions.

Physical: This is largely a sedentary role; however, some filing and other non-sedentary work is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.
**Vision:** Must be able to see in the normal visual range, with or without corrective devices. Must be able to read.

**Hearing:** Must be able to hear in the normal audio range, with or without corrective devices.

To apply please submit Resume and Lower Valley Water District Application:

In person: Monday-Friday 8:30 a.m.-4:00 p.m.
1557 FM Rd 1110 Clint, TX 79836
Email: jobs@lvwd.org
Fax: 915-791-4483
**OPEN:** 9/01/2017
**CLOSE:** 10/01/2017
Contact: Human Resources Department
(915) 791-4480, ext. 1136, or ext. 1128