

DIRECTOR OF TECHNICAL SERVICES

Definition:

Under administrative direction of the General Manager, to plan, organize and direct the activities, strategies, and operations of the Technical Services Department. Coordinates the work of the Technical Services Department with other departments. Supervises other employees; performs related duties as required.

Distinguishing Characteristics:

This is a single position class serving as a department manager in the Technical Services Department. Incumbent directly supervises professional, technical and clerical staff and manages through supervisory staff. The class requires frequent oral and written communication, sitting for extended periods as well as regular walking, standing, stooping, reaching and bending. Occasionally must traverse irregular or steep terrain. Incumbent may lift up to 35 pounds occasionally.

Examples of Duties:

- supervise and perform professional and technical work related to the design, construction and operation of raw and treated water system facilities, including preparation of plans, specifications, operation procedures, safety practices, reports, and environmental assessments, administration of contract work, pipeline extension agreements, property records and acquisitions, and construction inspection;
- coordinates and directs work performed by professional and technical staff, service providers and engineering consultants;
- provides technical engineering and operational services, inspection services and technical information, maps, and related data to other Agency departments and the public;
- coordinates projects requiring input from several departments/divisions;
- provides water systems analysis, water quality analysis, and assists in developing raw and treated water master plans for current and future water system needs;
- represents Agency with other governmental agencies, utilities and public entities;
- prepares and administers department budget and capital improvement budget;
- directs, supervises, and evaluates technical services department personnel;
- attends meetings of the Board of Directors and other meetings and committees as needed; may act for the General Manager in his/her absence;
- provides engineering, operational, and technical support to the General Manager and other departments/divisions;
- determines work procedures, work schedules and standards and expedites work flow and project completion;

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- develops policies and procedures to enhance effectiveness and efficiency;
- research and prepare a variety of reports, studies, correspondence and analyses;
- represent the Agency with other public and private organizations.

Qualifications:

Knowledge of:

- professional engineering methods, principles and practices;
- preparation and administration of public sector budget;
- water treatment plant operations;
- distribution systems operations;
- principles, methods and practices of supervision;
- modern management principles and practices;
- policies, laws, regulations applicable to water treatment, engineering, and distribution systems in the Agency.

Ability to:

- plan, organize and administer the work of the department;
- develop and administer work standards, procedures and schedules;
- coordinate effectively and cooperatively with other departments, developers, other governmental agencies and the public;
- assess the raw and treated water system needs and prepare effective and efficient solutions and recommendations;
- communicate effectively both orally and in writing;
- conduct complex engineering research and prepare comprehensive reports;
- prepare and administer the departmental and capital improvement budgets;
- estimate project costs and completion schedules effectively;
- effectively manage the work of professional, technical and clerical staff;
- develop and administer department policies and procedures;
- develop and maintain effective and cooperative working relationships;
- operate a personal computer;
- operate a motor vehicle safely.

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Education/Experience:

Sufficient education, training and experience to demonstrate the knowledge and abilities listed above. These would normally be acquired by completion of the requirements for graduation from an accredited college or university in civil or mechanical engineering and ten (10) years progressively more responsible professional engineering experience, at least five (5) of which must have been at the supervisory or managerial level and five (5) of which must have been in the development, transmission, treatment and storage of raw and treated water resources or an equivalent combination of education, training and experience.

License/Certificates:

Must possess and maintain a valid California driver's license with an acceptable driving record. Must have and maintain registration as a professional engineer in the State of California. A Water Treatment Certification, Grade 3, and a Water Distribution Certificate, Grade 3, are preferred.