



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## **ENGINEERING SERVICES GROUP MANAGER**

Group-Section: Chief Executives Offices

FLSA Status: Exempt

Bargaining Unit: Unrep

Salary Grade: 89

Job #: Z60

### **JOB SUMMARY**

Directs Metropolitan's engineering design and construction activities. Directs a multi-disciplinary engineering staff comprised of, but not limited to, mechanical, electrical, civil, and structural designs. Ensures that construction projects or programs conform to current standards and operating procedures and directs Metropolitan's entire construction management and construction support activities to ensure compliance with Metropolitan's quality standards. Responsible for engineering's strategic alignment to the overall business plan and for the entire Capital Improvement Program. Directs engineering projects and programs and develops related policies and procedures to ensure that all engineering activities are in compliance with applicable laws, regulations, policies, and procedures, and that Metropolitan's mission, goals, and objectives are met.

Incumbent employee performs duties determined by the applicable Department Head as having significant responsibilities for formulating and administering District policies or programs at the executive level, or as having significant responsibilities for administering employer-employee relations matters at the executive level.

### **OVERSIGHT**

Receives direction from the Assistant General Manager/Chief Operating Officer. Manages and supervises a staff of managers, professionals, paraprofessional, and administrative support.

### **JOB DUTIES**

1. Directs all engineering design and construction activities including development of staff, management of staff and oversight of consultants to ensure that results are accomplished efficiently and in accordance with acceptable standards for quality and technical integrity, and in compliance with applicable laws, regulations, policies, and procedures.
2. Develops and monitors short-and long-range plans to ensure that Metropolitan's engineering standards are maintained cost-effectively and efficiently; develops and implements related engineering programs in accordance with applicable standards and guidelines.
3. Directs critical engineering activities to maintain project schedules; determine corrective action necessary to meet project objectives and implement required modifications to ensure successful completion of program.
4. Develops and implements policies and procedures relevant to various engineering activities to ensure compliance with applicable regulations, codes, and laws.

5. Directs the preparation of technical reports, documents, Board letters, and other correspondence to ensure that applicable laws, codes, regulations, policies, and procedures are adhered to.
6. Directs the preparation of Board letters; make presentations to the Board of Directors, as required, to keep them apprised of Metropolitan's engineering program activities.
7. Directs complex engineering projects and studies to ensure that Metropolitan's short and long-term interests and needs are met.
8. Manages the planning, development, and monitoring of the Engineering Group's budget to ensure the most efficient use of resources, adherence to established guidelines, and accurate and timely reporting of budgetary information.
9. Oversees the preparation and administration of the Capital Investment Plan.
10. Manages contracting for the Engineering Services Group, including the issuance of all requests for proposals, contracts for professional services, and associated contract amendments related to the Capital Investment Plan, for execution by the COO. Administration of the project labor agreement. Assesses and determines the application of alternative contract delivery method for project implementation. Approves construction contracts and related faithful performance and payment bonds, construction change orders, and extra work for execution by the COO.
11. Collaborates with Environmental Planning on developing environmental documentation.
12. Conducts hearings as required by Public Contract Code section 4107 regarding subcontractor substitutions.
13. Performs other related duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM REQUIREMENTS**

**Education and Experience:** Bachelor's degree from an accredited college or university with a major in an appropriate engineering or related field and progressively responsible engineering experience in managing large complex engineering projects or programs (of significant expenditures and scope that span across years) totaling fourteen years of increasingly responsible experience, of which six years must have been as an engineering manager within a public utility that included directing subordinate managers and project management of multi-million dollar projects; or a related master's degree from an accredited college or university with a major in an appropriate engineering or related field and progressively responsible engineering experience in managing large complex engineering projects or programs (of significant expenditures and scope that span across years) totaling twelve years of increasingly responsible experience, of which six years must have been as an engineering manager within a public utility that included directing subordinate managers and project management of multi-million dollar projects.

Job Title: Engineering Services Group Manager

Job Code: Z60

Adopted: 02/10/16

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**Required Knowledge of:** Current business strategies and organizational management theories and practices; public sector personnel practices and regulations; financial and budgeting practices and procedures; project management; public sector contracting practices and regulations; facility and property management; engineering principles and practices; team building; engineering trends and emerging technologies of the managed functions; and water treatment and distribution practices and procedures.

**Required Skills and Abilities to:** Lead a large multifunctional organization; develop and oversee a multi-million dollar operating budget; develop and implement creative business solutions; analyze, assess, and improve management controls, systems, and procedures; make presentations to large groups, executive management, and the Board; analyze engineering problems; exercise judgment and discretion; mentor, develop, and motivate staff; establish and maintain collaborative working relationships with all levels within the organization; communicate orally and in writing on administrative and technical topics; represent Metropolitan to public agencies, member agencies, and members of the public; and use business and engineering applications.

### **Certificates, Licenses, And Registrations Requirements**

Employees in this position may be required to obtain and maintain the following certifications, licensing, and registrations:

#### **Certificates**

- None

#### **Licenses**

- Valid California Class C Driver License that allows you to drive in the course of your employment
- Licensed in good standing as a California Professional Engineer

#### **Registrations**

- None

### **PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

**Physical Demands:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

**Work Environment:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

**Vision Requirements:** No special vision requirements.