



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

TECHNICAL CONTROL TEAM MANAGER

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| Group-Section: Engineering Services Group - Engineering Services Section | FLSA Status: Exempt Bargaining Unit: MAPA | Salary Grade: 066 Job #: TM053 |
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JOB SUMMARY

Responsible for developing, managing and maintaining quality assurance and quality control, and the Value Engineering Program.

OVERSIGHT

Receives direction from the Section Manager II or Assistant Section Manager. Manages and supervises a staff professionals, technicians, paraprofessionals, and administrative support staff. Jointly supervises assigned technical specialists.

JOB DUTIES

1. Supervises staff including selection, assignment and monitoring of work, coaching, mentoring, counseling and performance assessment; determines priorities and aligns work load; reviews work for thoroughness, adherence to applicable standards, constructability, and accuracy; assesses employees' competencies and develops training plans; trains subordinates in applicable techniques and methodologies; ensures staff compliance with applicable health and safety standards and requirements.
2. Provides general administration of the organization including establishing and tracking organizational goals and objectives; analyzes organizational activities and prepares reports; develops and monitors the budget; evaluates resource needs and prepares staffing and consulting requests; provides input re: policy and procedures; reviews and approves time, reimbursement requests and purchases.
3. Leads staff in development of organizational vision, strategies, goals and objectives for customer support and service; plans, develops and approves schedules, priorities and standards for achieving organizational goals; reviews and reports on status of all organizational activities.
4. Meets with key customers to work on projects and initiatives and supports applicable customer satisfaction feedback mechanisms.
5. Performs other related duties as required.

Duties specific to this position:

6. Develops and oversees the Engineering Services Section's quality assurance/quality control efforts; develops procedures and protocol to establish minimum quality standards for engineering products and services; oversees the QA/QC review of project deliverables for engineering products; and monitors quality measures to determine efficiency of engineering activities.
7. Develops, manages and implements the Value Engineering program; reviews CIP projects for program involvement; develops Value Engineering project requirements; participates in Value Engineering workshops; tracks follow-up on VE recommendations.

8. Oversees the development and maintenance of the Section's standard documents including Standard Specifications and Standard Design Manuals; develops, maintains and oversees the specifications Change Control Board.
9. Manages professional services and consultants; prepares scope of work in requests for proposal; evaluates and select consultants for professional services; prepares and negotiates agreement with consultants; administers and tracks consultant performance; audits work for compliance and approves contracted work.
10. Manages miscellaneous projects, studies, and other related duties as directed by the Engineering Services Section Manager.
11. Jointly supervises assigned technical specialists from throughout the Section.
12. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: A bachelor's degree from an accredited college or university with a major in Engineering or related field and ten years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory or lead capacity; or a master's degree from an accredited college or university with a major in Engineering or related field, and eight years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead capacity.

Required Knowledge of (common for team managers): Management/supervisory methods and techniques; principles of organizational and strategic planning; team building; personnel and general disciplinary policies and practices; relevant federal, state and local laws; principles of budgeting, cost monitoring, and accounting; project management including planning, scheduling, and costing; report writing; performance measurement tools and metrics; policies and procedures related to procurement, contract administration, and other business activities; District organizations; and District facilities and operations.

Required Knowledge of (specific to this position): Major principles of all engineering disciplines; principles of engineering design; techniques of engineering drawing preparation, including CAD preparation; project management; construction and fabrication techniques; content, arrangement and requirements of CSI format for construction specifications; District equipment specifications; and Value Engineering concepts and processes.

Required Skills and Abilities to (common for team managers): Lead a diverse work force; resolve organizational and resource problems; perform financial analysis; plan, organize, and evaluate the work of subordinates and/or project team members; mentor, develop and motivate staff; determine training needs of staff; review work products for detail and adherence to guidelines; encourage and facilitate cooperation; establish and maintain collaborative working relationships with all levels within the organization, other agencies, regulatory agencies, special interest groups and the public; use business and project management applications and

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Adopted: 04/07/05

Revised: 08/01/24

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methodologies; communicate orally and in writing on administrative and technical topics; negotiate and build consensus; exercise judgment and discretion; devise long-term planning strategies; prepare reports and presentations for all levels of management; interpret and analyze results; interpret policies, rules, and regulations relative to the Section/Group; and represent the District on various business transactions as needed.

Required Skills and Abilities to (specific to this position): Develop engineering procedures and protocol to establish minimum quality standards for engineering products and services; develop and maintain Section's standard documents including Standard Specifications and Standard Design Manuals; develop Value Engineering project schedule, budget and labor requirements; and analyze, assess and improve management controls, systems and procedures.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- License in good standing as a California Professional Engineer
- Valid California Class C Driver License

Registrations

- None

DESIRABLE QUALIFICATIONS

None

PHYSICAL DEMANDS/WORK ENVIRONMENT

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 essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 or commercial vehicles, 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. May travel to various sites requiring overnight stay.

Vision Requirements: No special vision requirements.

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