



Midpeninsula Regional Open Space District

ENGINEERING AND CONSTRUCTION DEPARTMENT MANAGER

DEFINITION

Under administrative and policy direction, plans, organizes, manages and oversees all functions and activities of the Engineering and Construction Department, including project design, management, and contract administration for the design, construction and modification of a variety of buildings, drainage, hardscape, and various other preserve infrastructure projects; reviews and approves proposed designs and plans for various construction projects on behalf of the District; coordinates assigned activities with and fosters cooperative working relationships among other District departments, officials, outside agencies, and the public; provides highly responsible and complex professional assistance to the General Manager's Office in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Assistant General Manager, Project Planning and Delivery and provides regular project updates to the General Manager. The work provides for a wide variety of discretion and considerable independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision over technical staff and ensures quality and timeliness of contractors' work products.

CLASS CHARACTERISTICS

This at-will Department Manager classification serves at the pleasure of the General Manager and oversees, directs, and participates in all activities of the Engineering and Construction Department, including short- and long-term project prioritization, project and budget management, and permitting and contract negotiations. Successful performance of the work requires significant knowledge of a broad range of building and park infrastructure projects and the ability to adapt to and effectively work in a wide variety of terrain, including mountainous, rural, open space with varying site and natural resource conditions. The incumbent must have a strong working knowledge of CEQA and have the ability to work in sensitive habitats, ensuring positive public perception and species protection. The incumbent will act as the District's primary professional/technical expert in the areas of assignment. The incumbent is accountable for accomplishing project planning and operational goals and objectives for the department, and for furthering the District's mission, goals, and objectives within general policy guidelines.

EXAMPLES OF ESSENTIAL FUNCTIONS *(Illustrative Only)*

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, manages and evaluates the activities of the Engineering and Construction Department.
- Manages department personnel, consultant and contract resources.
- Leads, directs, monitors and evaluates department staff and provides for their training and professional development.
- Administers implementation of annual and multi-year Capital Improvement Plans; develops scope, budget, funding and schedule for each project.

- Oversees the preparation of Requests for Proposals and Requests for Qualifications for consultants and contractors; negotiates final agreements.
- Manages project budgets; negotiates and prepares change orders for construction projects.
- Reviews and checks road, sewer, water system, landscape, trail, irrigation and building plans and soils reports; assures compliance with conditions of approval, mitigating and monitoring, and District standards.
- Clarifies roles and responsibilities of department staff in meeting goals and facilitates goal setting, scheduling and monitoring of projects.
- Participates in the design, administration, construction and inspection of a wide range of significant and complex building and preserve infrastructure projects.
- Reviews and approves technical reports, designs, and contract documents to assure adequacy, compliance with District standards, constructability, cost efficiency, and compatibility with the general character and site conditions of District-owned lands.
- Coordinates design work with consultants and external agencies to assure an orderly design process and to obtain necessary approvals and permits from other agencies.
- As needed, reviews daily inspection reports, soils and compaction reports, and other technical documents.
- Prepares and administers the department's budget, including forecasting of funds needed for staffing, equipment, materials and supplies.
- Prepares and/or directs preparation of analyses, reports and correspondence.
- Advises the public about issues related to project design, schedule, environmental issues, cost and related issues; resolves sensitive and controversial issues.
- Prepares and presents staff reports and other necessary communications.
- Provides regular project updates to the General Manager.

QUALIFICATIONS

Knowledge of:

- Engineering principles, practices and applications.
- Principles and practices of project management.
- Contemporary computer programs used for project design, scheduling, tracking, way-finding and geo-referencing, and other applications.
- Principles and practices of program development and administration.
- Principles and practices of contract administration and negotiation.
- Operations, services, policies and procedures of the District.
- Principles, methods and techniques of effective leadership and management.
- Principles of business writing and report preparation.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent federal, state and local laws, codes and regulations, including public contract and bidding requirements.

Ability to:

- Oversee and manage an engineering department and assigned staff.
- Set priorities and exercise sound, independent judgment.
- Work with internal and external customers to effectively accomplish the objectives of the department and the District.
- Negotiate, prepare and administer complex agreements.
- Select, supervise, train and evaluate staff.
- Participate in the development and administration of department goals, objectives and procedures.

- Effectively administer budget, personnel and administrative issues.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, anticipate consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret, explain and enforce District policies and procedures.
- Interpret and apply federal, state and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in civil or structural engineering, architecture, landscape architecture, construction management, business administration, or a related field and five (5) years of increasingly responsible experience, including three years' responsibility in a managerial capacity.

Licenses and Certifications:

- Possession of a valid California Driver's License.
- A Professional License in Engineering, Architecture or Landscape Architecture in the State of California is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in field and office settings and use standard office equipment, including a computer, to operate a motor vehicle, and to visit various District and meeting sites. This classification works in the office a significant amount of the time, but should also be able to stand and have mobility to walk and physically maneuver in a wide variety of terrains, including steep hills, uneven ground, narrow trails and on undeveloped land that may be covered by underbrush, trees, and other vegetation.

ENVIRONMENTAL ELEMENTS

Employees work in office and field environments with moderate to loud noise levels, controlled and uncontrolled temperature conditions, exposure to a variety of climate conditions and some possible direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EFFECTIVE: AUGUST 2015

REVISED:

FLSA: Exempt