

EMPLOYMENT OPPORTUNITY



ENGINEERING MANAGER

SALARY RANGE: \$123,510 to \$161,657 annually

Reports to: General Manager
Hours: 40+ Per Week

Type of Position: Full-Time
Status: Exempt

POSITION SUMMARY:

The Engineering Manager reports directly to the General Manager, and manages and performs engineering and technical work involving the investigation, planning, design, and construction of projects in the wastewater field including pipelines, lift stations, septic to sewer conversion, wastewater treatment plant processes, recycled water, and rehabilitation and improvement projects; and to review and prepare plans, specifications, and contracts. The Engineering Manager will also provide technical and operational advice to executive management (the General Manager, and the Governing Board of Directors).

LICENSES, CERTIFICATIONS, SPECIAL REQUIREMENTS

Professional Engineering License (P.E. designation) by the California State Licensure Board
Valid Class C California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.

EDUCATION & EXPERIENCE

Bachelor's Degree in Civil Engineering or related field
Minimum 10 years of progressively responsible experience in water, wastewater or civil engineering, preferably in or working with governmental agencies.

KNOWLEDGE AND ABILITIES:

- Principles and practices of civil and mechanical engineering.
- Principles and practices of project and construction management.
- Terminology, methods, practices, and techniques used in technical engineering report preparation.
- Materials, tools, and equipment used in engineering.
- Principles of mathematics as applied to engineering work.
- Modern office procedures, methods, and computer equipment.
- Pertinent Federal, state, and local laws, codes, and regulations.
- Recent developments, current literature, and sources of information regarding wastewater collection, treatment, and disposal.

ABILITY TO:

- Develop, review, and modify civil engineering plans, designs, and specifications.
- Conduct engineering studies and develop appropriate recommendations.
- Perform technical research and solve engineering problems.
- Compile technical data and prepare statistical and narrative reports from field studies.
- Manage large and complex engineering projects
- Ensure project compliance with appropriate Federal, state and local rules, laws and regulations.
- Coordinate phases of construction projects and prepare progress reports
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Prepare and maintain technical records and prepare comprehensive reports
- Operate computer hardware and software typically software found in the civil engineering industry.
- Communicate clearly and concisely, both orally and in writing.
- Exercise professional engineering judgement to achieve results consistent with objectives
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 - *Sitting, standing, or walking for extended periods of time*
 - *Operating assigned equipment*
- Maintain effective audio-visual discrimination and perception needed for:
 - *Making observations*
 - *Communicating with others*
 - *Reading and writing*
 - *Operating assigned equipment and vehicles*
- Make public presentations
- Work independently

RESPONSIBILITIES MAY INCLUDE:

1. Prepare professional civil engineering designs including utilizing a variety of computer software programs; prepare and/or review the adequacy and accuracy of computations, preliminary layouts and design work from field and survey data.
2. Prepare engineering specifications, probable costs, and quantity estimates for a variety of wastewater projects; obtain required easements and permits as necessary for construction of projects.
3. Prepare plans, exhibits maps, deeds, legal descriptions, and other contract documents; operate an AutoCAD system and GIS.
4. Prepare requests for proposals and specifications; participate in the selection of consultants; prepare agreements and MOU's; administer contracts for studies; direct the work of consultants and contractors, review and approve payments and change orders; perform inspections, and respond to claims and disputes; bids for construction projects; and review contract bids and proposals.
5. Perform construction project management to ensure compliance with designated time and cost schedule.
6. Inspect construction projects and perform a full range of construction contract administration duties; negotiate change orders; communicate as appropriate with developers, builders, contractors and the general public pertaining to District Standards for design and construction.
7. Participate in collection field activities including locating existing sewer collection system easements and piping and determining locations for new pipelines.

8. Assists in the development, implementation and monitoring of long-term plans, goals and objectives focused on achieving the District's missions and priorities as directed;
9. Participate in the development of the annual budget, including capital improvement and contract services
10. Participate in a variety of special engineering studies; prepare technical reports; conduct comprehensive studies for system master planning of future projects.
11. Process applications through LAFCO for annexations of properties into the District.
12. Update the District Standards for design and construction and construction standard drawings.
13. Prepare and review sewer availability and certifications letters for the County and property owners, provide any assistance necessary to issue District permits, and coordinate with District staff for inspection and close out of permits.
14. Create and present to the Board of Directors, Committees, community meetings, and public hearings.
15. Attend professional group meetings and work with other public agencies on wastewater related issues.

Exercise engineering judgment in accordance with current accepted practice of civil engineering and appropriate laws and codes.

Applications may be submitted online at www.montsan.org/job-opportunities

Please include a completed [application form](#) along with references and a resume.

Contact Betsy Byrne, District Administrator for questions at 805-969-4200 or bbyrne@montsan.org



Montecito Sanitary District

1042 Monte Cristo Lane
Santa Barbara, CA 93108

A Public Service Agency

Phone: (805) 969-4200
www.montsan.org

The Montecito Sanitary District offers a competitive benefits package:

- Vacation:** Accrue up to 20 days annually, based on prior experience and length of service.
- Sick Leave:** Accrue 8 hours per month, 120 days maximum accrual.
- Personal Leave:** Accrue 8 hours per quarter, 4 days maximum accrual.
- Holidays:** Nine paid holidays.
- Medical Insurance:** District contributes up to \$1,000 monthly toward employee coverage for Medical and Dental benefit premiums and offers Anthem Blue Cross PPO and HMO plans.
- Dental Insurance:** District offers Delta Dental PPO, and contributes toward premium, see above.
- Life Insurance:** District pays for 1.5 x annual salary to a maximum of \$50,000.
- Disability:** District does not participate in State Disability Insurance (SDI).
Short and long term Disability Insurance coverage by Standard Insurance Co.
Short-Term Disability begins after 60 days following an illness / disability; and
Long-Term Disability begins after 180 days.
- Retirement:** CalPERS Classic plan is 2% @ 55
CalPERS PEPRA plan is 2% @ 62
- Social Security:** The District does participate in Social Security.
- Deferred Comp:** Deferred Compensation (457) plans are available for pre-tax employee contributions. No matching contributions by the District.

NOTE: The information contained in this announcement does not constitute either an expressed or an implied contract; provisions may be subject to change

Montecito Sanitary District
1042 Monte Cristo Lane Santa Barbara, CA 93108
Ph: (805) 969-4200 Fax: (805) 969-0913
www.montsan.org