



ASSISTANT DIRECTOR ENGINEERING SERVICES & PLANNING

Department	Engineering	FLSA Status	Exempt
Section	Engineering Services	Bargaining Unit	At-Will
Reports To	Director of Engineering	SRN	E8
Job #	20004	EEO Job Category	2 - Professionals
Supervises	Development Services Supervisor, Technical Services Supervisor, Right of Way Supervisor, Chief Surveyor, and Construction Inspection Supervisor		

JOB SUMMARY:

The Assistant Director of Engineering Services and Planning works under general direction from the Director of Engineering, and facilitates long and short-range planning for CVWD to assist in the development and implementation of laws, policies and strategies, which steer CVWD toward those plans. This position is responsible for planning, coordinating, scheduling and directing activities of five divisions. The position supervises staff that are responsible for installation of new infrastructure related to development, real estate transactions, easement and permit management, surveying, inspection, and other related work as required. A key component of the job will be coordination among the various divisions, other departments and divisions, and with stakeholders. The work requires great initiative and independent judgement and is reviewed periodically upon completion.

ESSENTIAL FUNCTIONS:

1. Oversees the Development Services Division. This Division is generally responsible for the following:
 - a. Coordination with developers to ensure new development projects comply with CVWD development procedures and design criteria.
 - b. Plan checking, plan reviews and other planning and development matters.
 - c. Meeting with developers and outside engineers to discuss concepts and general requirements for new projects and developments.
 - d. Preparing written developer installation agreements.
 - e. Coordinating updates to CVWD's Development Design Manual.
 - f. Drafting and recommending amendments to CVWD's various Codes and Ordinances.
 - g. Coordinating Cost of Service Studies related to Developer Fees.
2. Oversees the Technical Services Division. This Division is generally responsible for the following:
 - a. Computer Aided Drafting (CAD) of existing and proposed assets including land, easements, wells, water treatment facilities, water storage facilities, water pipelines, lift stations, sewers, water reclamation facilities, irrigation canals and facilities, irrigation pipelines, drainage pipelines and storm water channels and facilities.
 - b. Coordinating CAD activities with the GIS Division, including process improvements to capture as-built information to ensure engineering related data is up to date within CVWD's GIS database.
 - c. Providing technical assistance for various CVWD digital presentations including Board of Director meetings.
3. Oversees the Right-of-Way Division. This Division is generally responsible for the following:
 - a. Coordinating the planning, purchase and sale of real estate assets including land, buildings and other utility facilities.



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- b. Works with various individuals or groups pertaining to future developments, redevelopments and property related matters throughout CVWD's service area.
- c. Oversees the planning, acquisition and disposition of utility easements including those related to managed-assets for the US Bureau of Reclamation (USBR).
- d. Oversees the planning and processing of encroachment permits used for access to CVWD and USBR real estate assets.
4. Oversees the Survey Division. This Division is generally responsible for the following:
 - a. Surveying of existing and proposed assets including land, easements, wells, water treatment facilities, water storage facilities, water pipelines, lift stations, sewers, water reclamation facilities, irrigation canals and facilities, irrigation pipelines, drainage pipelines and stormwater channels and facilities.
5. Oversees Construction Inspection Services. This Division is generally responsible for the following:
 - a. Inspecting all of CVWD's capital improvement projects and Developer related facilities.
 - b. Coordinating and collaborating with other divisions to ensure as-built information is recorded.
6. Other General Responsibilities include the following:
 - a. Presenting to CVWD's Board of Directors items related to the Engineering Services division of the Engineering Department.
 - b. Preparing the annual operating budget for the Engineering Services Division.
 - c. Managing and supervising assigned operations to achieve goals within available resources; plans and organizes workload and staff assignments, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
 - d. Developing and implementing departmental policies and procedures to improve efficiency and effectiveness of operations.
 - e. Assisting the Director of Engineering with the Disadvantaged Communities Infrastructure Task Force.
 - f. Performing tasks as required by the Director of Engineering.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree or equivalent in Urban Planning, Public Administration, Architecture, Engineering, or related field. A Master's Degree in Urban Planning, Public Administration, Civil Engineering or a closely related field is highly desired.

Experience: Seven (7) – ten (10) years of progressively responsible supervision and management experience in municipal government supervising ten (10) or more employees.

Licensing: Licensed in good standing as a California Professional Engineer, or licensed in another state and able to obtain California PE within twelve months from the DOH.

Knowledge of:

- General knowledge of development services including preparation of installation agreements, fee/credit analysis and maintain rapport with development community
- General knowledge of real estate management including purchase, sale, lease and encroachment permits
- General knowledge of CAD and GIS, including as-built record drawings



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- General knowledge of Surveying and Subdivision Map Act
- Technical report writing
- Principles of supervision and management

Abilities:

- Carry out multi-dimensional tasks with accuracy critical to the success of CVWD
- Train, motivate, plan, organize and supervise personnel effectively
- Long term system planning
- Analyze and prepare complex reports
- Organize and maintain records and files
- Conduct technical research work
- Prepare detailed analyses and comprehensive technical reports and recommendations.
- Prepare digital presentations
- Work and communicate effectively with CVWD employees, elected officials, other agencies, and the public
- Communicate effectively both verbally and in writing
- Maintain confidentiality where necessary

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

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

- Licenses – Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.
- Licenses in good standing as a California Professional Engineer, or licensed in another state and able to obtain California PE within twelve months from the DOH.
- Certificates – AICP (American Institute of Certified Planners) Certification is highly desirable.
- Registrations - None

PHYSICAL REQUIREMENTS:

1. Drives District vehicle to jobs that may include rough terrain.
2. May work in extreme weather conditions including heat and rain.
3. See Human Resources for Physical Assessment Form.