



POSITION DESCRIPTION AND QUALIFICATIONS

Water Engineering Director

Grade: 45

Reports to: General Manager

Classification: Exempt

GENERAL STATEMENT OF CLASS

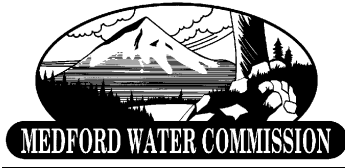
The Director of Engineering will oversee capital plan implementation, land development, engineering standards, engineering operations, and ensure proper engineering procedures are followed; position will oversee the Engineering and Conservation departments and will work to develop and grow the engineering team. The Water Engineering Director is a member of the Medford Water Commission (MWC) Water Management Team (WMT), which plans, monitors, and calibrates the overall direction and operations of the Water Utility with the General Manager and the MWC Board of Commissioners.

ESSENTIAL DUTIES

Requires highly skilled professional engineering work in the design and construction of water system facilities; General supervision and complete responsibility exercised over the work of the engineering and conservation department staff. Active Communication and Respectfulness of co-workers and the public are skills required for this position, as are incorporating Medford Water Commission Values into daily activities.

EXAMPLES OF WORK *(Illustrative only)*

- Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensures staff is trained; and, makes hiring, termination, and disciplinary recommendations.
- Plans and coordinates the work of engineering department staff, provides training and mentoring as needed.
- Oversees and reviews planning, design, and final construction of private developer projects.
- Oversees day-to-day operations of the engineering department, including project planning, record keeping and construction management.
- Interacts with the public on water related issues.
- Participates in the development, implementation and evaluation of Commission and departmental policies, procedures, strategies and goals.
- Attends and participates in various meetings and conferences related to the department.
- Maintains availability for after hour's backup standby duties.
- Prepares various complex reports, contract documents, specifications and other correspondence.
- Develops and oversees capital improvement plans and projects along with system development charges and charge in lieu of assessments.
- Consults with General Manager and WMT to create long-range operating plans and goals.
- Reviews project reports to ensure projects are on schedule and within budget.
- Conducts construction site visits.
- Responsible for budget and sound fiscal management for areas of responsibility.



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- Travel to and attend meetings on evenings and weekends, as needed.
- As a WMT member, performs as AIC.
- Other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Strong managerial and supervisory skills; Strong written and verbal skills; Strong analytical and problem-solving skills; Extensive technical knowledge of water utility engineering, including the principles and practices necessary; Considerable knowledge of modern methods and techniques related to design, materials evaluation, construction and maintenance of water production, storage and distribution facilities; Knowledge of water hydraulics and complex engineering principles and practices; General knowledge of water utility accounting, customer relations, water distribution operations and water treatment; Skill in communication and interpersonal interaction with co-workers, property owners, contractors and the general public to affect satisfactory working relationships; Skill in providing good professional engineering judgment; Ability to perform professional and technical research work and to give reliable advice on difficult engineering problems; Ability to plan, assign and supervise the work of professional and sub-professional engineers; Ability to interpret plans and specifications; Demonstrated ability to financially manage significant operational and capital budget; Ability to engage in public speaking and presentations.

COMPETENCIES

Leadership, Business Acumen, Decision Making/Critical Evaluation, Results Driven, Technical Capacity, Communication Proficiency, Teamwork/Collaboration Skills, and Ethical Conduct

TRAINING, EXPERIENCE AND LICENSING REQUIRED

Completion of a Bachelor of Science Degree in Civil or Environmental Engineering and ten (10) years of progressively responsible supervisory and professional engineering experience in a water related field; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above; Possession of and maintain a license to practice as a Registered Professional Engineer in the State of Oregon; Valid Oregon Driver's License and acceptable driving record.

PHYSICAL REQUIREMENTS

Work performed includes a combination of office, treatment plant and local field activities which may involve exposure to dirt, noise, hazardous materials, confined spaces, and adverse weather conditions.

Body positions typically require standing, walking, climbing, descending, crouching, moving through hazardous equipment areas, talking, hearing, seeing.

Medium work: Exerting up to 50 pounds of force occasionally and up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, poor ventilation, chemicals, and extreme temperatures.