

**City of San Rafael  
Job Class Specification**

**Job Title: District Manager/ Engineer, San Rafael Sanitation District**

**SUMMARY**

Under policy direction of the San Rafael Sanitation District Board of Directors, to manage and direct all of the technical and administrative functions of the District; and to perform the functions of District Engineer.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Serves as the chief administrative officer and chief engineer for the District and is responsible for managing and directing the legal, administrative, financial, engineering, operating, maintenance, and construction functions of the District.
- Develops long and short term Goals and Objectives and performance measures.
- Prepares long term capital improvement plans for improvement and replacement of District facilities, including the 80 year Life Cycle program.
- Coordinates with CMSA and JPA member agencies regarding the JPA Action Plan, permit requirements and Infiltration/Inflow reduction projects.
- Oversees the operation and maintenance of the District's wastewater collection and transportation system and recommends changes to increase efficiency.
- Oversees and insures implementation of emergency response and reporting procedures.
- Coordinates with the City Manager on city policies, procedures, personnel issues, HR and Finance functions and with the Public Works Director on CIP projects, safety, equipment and vehicle maintenance.
- Prepares ordinances, resolutions, easements, leases, and agreements.
- Supervises preparation of engineering plans and specifications for District facilities.
- Oversees the preparation of engineering designs by outside consultants, including the review of submittals by engineers, architects, and builders.
- Administers contracts for construction of District facilities.
- Reviews and modifies District construction standards and specifications as necessary
- Interprets and implements federal, state and regional wastewater quality control programs and requirements.
- Represents the District in its dealings with federal, state and regional agencies involved in water quality and sanitation activities.
- Administers and enforces all ordinances, rules and regulations of the District; provides advice and consultation on the development of District programs and policies.
- Coordinates the preparation of the agenda for and attends and actively participates in Board of Directors meetings.
- Makes regular reports to the Board of Directors on all matters relating to the District.
- Conducts a variety of special studies and surveys to determine the effectiveness of District programs and services.
- Represents the Board's policies and programs with the public, employees, community representatives, and with other government agencies.
- Prepares the annual budget, reviews division budget requests, exercises continuous budgetary controls to insure proper expenditure of authorized funds.
- Maintains awareness of up-to-date administrative practices and recommends changes which increase the efficiency and-effectiveness of District operations.
- Evaluates, trains, counsels and disciplines staff.

- Confers with developers and recommends procedures consistent with District engineering standards and practices.

**KNOWLEDGE OF:**

- Principles, practices, and methodologies of civil engineering applicable to the planning, design, and construction of wastewater collection and transportation systems.
- Principles and practices of public administration, including administrative analysis, fiscal planning and control, and policy and program development.
- Mathematics, design methods, effects of soil conditions, and pertinent laws, rules, and regulations related to the design, construction, and operations of wastewater collection and transportation systems.
- Cost estimating and contract administration.
- Laws, rules, ordinances, and legislative processes controlling sanitary district functions, programs, and operations.
- Organization, operations, and problems of special districts.
- Research and evaluation methodologies.
- Budgeting principles and practices.
- Personnel and employer-employee relations.
- Principles of supervision, training and management.

**ABILITY TO:**

- Plan, organize, coordinate, and direct the work of staff to achieve efficient operations and meet program goals.
- Exercise leadership, authority, and supervision tactfully and effectively.
- Prepare and administer District budgeting and fiscal controls.
- Collect and analyze data on a variety of topics.
- Prepare concise and comprehensive reports.
- Coordinate the preparation of Board agendas.
- Solve complex engineering problems utilizing a variety of techniques.
- Conduct technical engineering research work.
- Review designs, plans, and specifications.
- Provide advice and consultation to the Board of Directors on the development of ordinances, regulations, programs, policies, and services.
- Communicate well during public presentations.
- Effectively represent the District's policies, programs, and services with the public, community groups, and other government agencies.
- Establish and maintain cooperative working relationships.

**EDUCATION AND/OR EXPERIENCE:**

Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the requisite knowledge and abilities would be: Bachelors Degree in Civil Engineering and a Masters Degree specializing in Sanitation Engineering or Environmental Major preferred.

Five years of increasingly responsible experience in professional engineering work, including planning, design and/or construction of wastewater collection and transportation systems,

together with at least two years of experience in a management or administrative position with responsibility for the formulation and implementation of programs, fiscal systems, and services.

Possession of a valid certificate of registration as a Professional Civil Engineer issued by the California State Board of Registration.

Possession of a valid California motor vehicle driver's license and a good driving record consistent with requirements established by the District. Failure to maintain an acceptable driving record shall be cause for discipline, up to and including dismissal.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand, walk, use hands to finger, feel and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIROMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regular works near video display. The employee is exposed to moving mechanical parts, heavy construction equipment and outside weather conditions from time to time. The noise level in the work environment is normally moderate.

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