

**MERCED IRRIGATION DISTRICT  
MANAGER OF ENGINEERING, WATER RESOURCES**

FLSA Status – Exempt

**DEFINITION:**

Under general direction, manage all aspects of the Water Resources Engineering Department, including staff management, preparation and monitoring of departmental budgets, planning, capital projects, encroachments and rights-of-way management, water quality programs and hydrography functions. Manage the department's data management systems and support other departments, including operations, maintenance and the Parks Department, as necessary. Manage the Merced Irrigation District Drainage Improvement District No. 1 (MIDDID#1), a special assessment district which allows for the discharge of storm water to the MID conveyance network.

**ESSENTIAL FUNCTIONS OF THE POSITION:**

- Manage all aspects of engineering studies and capital projects, including the preparation and monitoring of feasibility studies, technical studies, project budgets, management of staff, consultants and vendors, acquisition of required permits, contracts and agreements.
- Manage all hydrography and SCADA functions of the department, including stream flow measurements, grower delivery flow rate verification and associated data management and analysis.
- Continue the development and manage the District's Enterprise Data Management System (EDMS), an integration of the water delivery database, the SCADA system, the GIS system and the water records database, as well as other custom databases.
- Work with developers and growers to ensure impacts to the MID water system are mitigated in accordance with Board policy and MID practices.
- Work with District Management to develop strategic plans, policy formulation and execution of said plans and policies.
- Work with a wide variety of stakeholders on a regular basis, from District farmers to local, state and federal agencies.
- Make public presentations to the MID Board of Directors, and local, state and federal agencies as required.
- Represent the District at various water resources agencies and entities (e.g. Regional Water Quality Control Board, East San Joaquin Water Quality Coalition etc.)
- Prepare the yearly Engineer's Report, which provides the basis for the special assessment for MIDDID#1.
- Perform other duties as requested, directed or assigned.

**QUALIFICATIONS:**

Any combination of experience and education that would prepare the candidate for the duties and responsibilities of the position is acceptable.

**Education:**

- Bachelor's Degree from an accredited college or university with major course work in areas such as civil engineering, or a related field.
- Master's Degree desirable.

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### **Experience:**

- Ten (10) years of experience as a professional engineer with a background in staff/department management, capital project design and project management with a focus on water resource related projects.
- Experience with data management systems is highly desirable.

### **Ability to:**

- Work closely with District Management, other department managers, staff, constituents, consultants, contractors, other governmental agency representatives and the general public.
- Exercise leadership, authority, and management tactfully and effectively.
- Plan, organize, direct, coordinate and supervise functions and activities of the Engineering Department to achieve efficient operations and meet service goals.
- Negotiate agreements with various entities.
- Represent the District at various water resources agencies and entities (e.g. Regional Water Quality Control Board, East San Joaquin Water Quality Coalition etc.)
- Interact effectively with City/s and County governments, serving the District's best interest
- Solve problems and recommend changes in standards, procedures, and policies to best serve District constituents.
- Ensure prompt and proper response to public concerns and complaints.
- Communicate effectively both orally and in writing. Work cooperatively with staff, employees, and employee organizations.
- Handle confidential information appropriately.
- Effectively utilize various engineering software programs, spreadsheets, word processing software and other typical office software programs.
- Maintain records, analyze data, compile comprehensive technical reports and recommendations concerning various aspects of water resources management
- Represent District policies, programs and services effectively with employees, contractors, representatives of other agencies and the public.
- Operate a desktop computer to access varied databases and applicable software.
- Understand and carry out oral and written instructions
- Deal tactfully and courteously with the public.
- Initiate and maintain effective safety practices that relate to the nature of the work.
- Supervise, train and evaluate assigned staff.
- Organize, schedule and coordinate work.
- Operate a vehicle observing legal and defensive driving practices.
- Establish and maintain effective relationships with those contacted in the course of work.

### **Knowledge of:**

- Civil engineering practices related to water conveyance infrastructure design and hydraulics.
- Project initiation, CEQA requirements, design and construction.
- Subdivision Map Act is a plus.
- Bid specification principles.
- Bid and contracting processes and applicable laws.
- Research and analysis methodologies.
- Technical report preparation
- Supervisory skills to effectively manage engineering staff.

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### **Necessary Special Requirements:**

- A valid California registration as a Civil Engineer or ability to obtain such certification within twelve (12) months.
- Must file a Statement of Economic Interests in compliance with Government Code Section 8100.
- Must complete a two hour Ethics training course every two years in compliance with California AB 1234.
- Must complete two hours of Sexual Harassment training every two years in compliance with California AB 1825.
- A valid California Class C Driver License and the ability to maintain insurability under the District's vehicle insurance program.
- Abide by all District policies, guidelines and rules.

### **ENVIRONMENTAL FACTORS:**

- Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.
- Work performed in an office environment

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

### **ESSENTIAL MENTAL ABILITIES:**

- Exercise independent judgment.
- Self directing and organized.
- Reason objectively.
- Assess, project and plan work activities on a daily and weekly basis.
- Interpret state/ federal/agency regulations.
- Document concisely, accurately and timely.
- Handle a variety of duties which may be interrupted or changed by immediate circumstances.

### **TYPICAL PHYSICAL DEMANDS:**

- Communicate orally and in writing with District management, co-workers, outside auditors, customers, and the public in face-to-face and one-on-one settings.
- Transport, set-up and removal of promotional equipment and materials at various public functions.
- Use of office equipment such as computer, copiers, scanners, and fax machines.
- Capable of negotiating stairways and uneven ground from time to time.

Sitting:	Remains in a seated position for up to eight (8) hours per day
Hands/Arms:	Operates computer for up to eight (8) hours per day
Lifting:	Raises and lowers boxes and supplies up to twenty-five (25) pounds.
Stooping:	Bends body downward and forward by bending at the knees or waist
Talking:	Expresses ideas and shares information by means of spoken work in person and by telephone.
Hearing:	Hears well enough to receive communications in person and by telephone.
Vision:	Reads written and video messages for up to eight (8) hours per day. Operate vehicles and office equipment.

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**SUPERVISION:**

The position receives general supervision from the Deputy General Manager, Water Resources.

**I have reviewed this Job Description with my Supervisor and agree with its contents.**

\_\_\_\_\_  
Employee Signature/Date

\_\_\_\_\_  
Supervisor Signature/Date

**The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.**