

CENTRAL COAST WATER AUTHORITY

Engineering Manager

Salary Range \$153,639 - \$187,440 per year

\$12,803 - \$15,620 per month

DEFINITION:

Under general direction of the Deputy Director performs professional engineering and project management work related to the evaluation, planning, design, construction, operation and maintenance of Central Coast Water Authority's (CCWA) Polonio Pass Water Treatment Plant, Santa Ynez Pumping Plant, treated water distribution pipeline and ancillary facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. Other duties may be assigned.

1. Serve as CCWA's designated engineer of record for engineering work product. Stamp and certify engineering plans, specifications, reports, and submittals issued by or on behalf of the Authority.
2. Responsible for administering engineering consultant contracts. Draft requests for proposals and qualifications, define scopes and evaluation criteria, and prepare selection recommendations consistent with CCWA procurement procedures. Oversee and review consultant work.
3. Responsible for construction project management. Deliver projects in compliance with contract requirements, codes and standards, and CCWA procurement procedures. Develop project scopes, contracts, milestones, schedules and reports. Resolve construction issues, disputes, and change order decisions within delegated authority.
4. Responsible for the infrastructure asset management and capital improvement program. Track useful life of large infrastructure components, recommend maintenance and replacement, develop multi-year plans, and present funding recommendations to the Deputy Director.
5. Provide internal project management as needed for schedule and cost control to insure timely and effective completion of operations and maintenance activities, identify problems, alert parties affected or involved in potential cost or schedule variances; follow-up to resolve cost and schedule issues.
6. Provide engineering support to staff, assist with resolving facility equipment problems, perform inspections on facilities and/or equipment and provide recommendations for maintenance, replacement and upgrades.
7. Provide leadership and direct supervision for engineering staff through planning, delegation, prioritization, and review of work.
8. Conduct internal and external meetings and presentations, communicate and coordinate with other departments, CCWA Board, the Department of Water Resources, other agencies, developers, landowners, and the public.

9. Prepare a variety of written materials including facility inspection and engineering reports, studies on and related to CCWA projects; present data, draw conclusions and make recommendations concerning necessary actions for solution of problems.
10. Oversee the administration of encroachment permits for work performed within CCWA and DWR easement areas.
11. Assist with the Habit Conservation Plan (HCP) compliance. Coordinate with CCWA staff and consultants to ensure HCP procedures are being followed, and reporting is accurate and timely.
12. Assist with preparation of annual O&M and capital budget and perform other related duties as required.
13. Adhere to and enforce CCWA safety policies and procedures.

EMPLOYMENT STANDARDS:

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions if the accommodation does not result in undue hardship for CCWA.

Education and Experience

1. A Bachelor of Science degree in engineering, or another closely related field is required.
2. Requires five (5) years of increasing responsibility performing engineering activities related to the evaluation, planning, design, scheduling, bidding and construction of water treatment, conveyance and/or distribution facilities.
3. One (1) year of supervisory experience is preferred.

License Requirements:

1. Valid California Class C or higher driver license.
2. Certificate of Registration as a Professional Engineer in the State of California.
3. California Water Treatment Operator and/or Distribution Certificates as defined in Title 17, Chapter 9 of the California Health and Safety Code, highly desirable.

Knowledge of:

1. Professional civil engineering principles and practices as they apply to the planning, design, construction and operation of large water pipeline and water treatment plant projects.
2. An understanding of basic public project procurement rules and regulations.

3. Principles and practices of contract administration.
4. Office and engineering application software, such as Microsoft Word, Excel, PowerPoint, Access, GIS, and AutoCAD.

Ability to:

1. Manage and review a variety of complex consultant activities.
2. Supervise, manage and review the design and preparation of large water projects, plans, specifications and contracts.
3. Effectively and tactfully communicate with the public and various officials and other project team members.
4. Motivate supervised employees to perform to the best of their abilities and initiate disciplinary actions as situations require.
5. Operate within the CCWA supervisory team with a common goal of reliable water treatment and delivery operations.
6. Maintain regular attendance, subject to authorized and legally required leaves.

PHYSICAL DEMANDS

The 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 as long as the accommodation does not result in undue hardship for CCWA.

1. Operate CCWA owned vehicles for extended amounts of time to travel between Authority facilities or on Authority business. Employee may be required to enter and exit the vehicle several times per day.
2. Must be able to effectively communicate verbally with other staff members.
 - Regularly use telephone, cell phone or handheld radios to provide communication.
3. Use office equipment, such as computers, copiers and fax machines.
4. Stand/walk for extended periods of time over a variety of terrain which may include sharp increases or decreases in grade, climbing and descending ladders into vaults and tanks and perform work within confined spaces.
5. Perform manual labor involving frequent bending, pulling, pushing, twisting and crawling and manipulating weights up to 50 lbs.
6. Ability to lift/carry/move objects up to 50 lbs.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may

be made to enable individuals with disabilities to perform the essential functions as long as the accommodation does not result in undue hardship for CCWA.

1. The Standard work shift is 8 hours per day, 5 days per week or a 9/80 work schedule – 0700 hrs to 1630 hrs (Monday thru Friday) (every other Friday off, every other Friday on at 0700 – 1530 hrs).
2. Work alone or with a partner.

Reports To: Deputy Director
FLSA Status: Exempt
Prepared By: David Beard
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