

San Diego Unified Port District**Class Code: A2075-UE22**

CLASS SPECIFICATION
Assistant Director, Engineering-Construction

FLSA Status: Exempt
EEOC Job Category: Officials and Administrators
Classified: No
Union Representation: Unrepresented

GENERAL PURPOSE

Under policy direction of the Chief Engineer/Engineering, directs, plans, organizes, assigns, monitors, coordinates, evaluates, manages and directs the activities of staff and work of the Engineering-Construction Department, including engineering design, preliminary engineering reports, project management, surveying, consultant and construction contract administration, construction inspection, scheduling, resource loading, quality control and cost estimating; provides expert professional assistance and support to District management and the Board of Port Commissioners on engineering, construction and major maintenance, and related facilities matters; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Assistant Director, Engineering is responsible for planning, assigning, monitoring, coordinating and evaluating the work of professional and technical staff in the District's Engineering-Construction department and is held accountable for ensuring that functions are in compliance with District policies, procedures, goals and objectives, relevant laws and regulations and professional standards and practices. Areas of responsibility include engineering design, project development, project management, surveying, consultant and construction contract administration, construction inspection, and scheduling and quality control. Responsibilities and assignments are broad in scope and allow for a high degree of administrative discretion on issues that are complex, interpretive and evaluative in nature. The incumbent is expected to make high-level decisions within general policy guidelines and utilize exemplary judgment, discretion and analytical skills on matters that are critical to the operational success of the District. The Assistant Director acts as the department head in the absence of the Chief Engineer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

1. Leads, plans, organizes, controls, integrates and evaluates the work of the department; with subordinate managers and staff, develops, integrates, implements and monitors work programs, policies and processes to achieve division and District mission, strategic and business plans, goals and performance measures; participates in development of and monitors performance against the department's and District's budget.

2. With other members of the management team, exercises leadership and participates in the development of District's strategic plan and key strategic initiatives; develops and implements department business plans, work programs, processes, procedures and policies required to achieve strategic initiatives and overall departmental results in alignment with District-wide core values, guiding principles, goals and priorities.
3. Provides leadership and works with managers to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the District's vision, mission, core values, guiding principles, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Plans, organizes, directs and evaluates the performance of assigned managers and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with federal, state and local laws and regulations, District Personnel Rules and Regulations, policies and labor contract agreements.
5. Plans, directs, manages, coordinates, evaluates; coordinates District engineering projects with other District staff and local officials; manages and oversees the development and completion of other capital projects, capital improvement and major maintenance projects; reviews and approves contract documents, including change orders, contract payment requests and other general contract correspondence; maintains a low preventable change order and time extension rate on contracts by developing and implementing the use of construction management best practices; develops, manages and reports on the status of contracts and department performance; visits construction sites for construction projects and contracts in progress to ensure compliance with plans and specifications; maintains established levels of quality in the management and execution of capital and major maintenance projects and contracts; oversees the department's involvement in tenant development projects; oversees the department's design and construction management of projects pertaining to the District's agreement with the US Navy Low Carbon Fuel Standard program.
6. As directed by the Chief Engineer, manages and directs the District's surveying crew performing land surveying services, including site boundary, property and topography for District in-house designed projects, and preparing associated maps and drawings; oversees preparation of legal descriptions for District-acquired property, rights of way and easements; directs research of previously recorded surveys and property ownership; oversees the conduct of level-circuit surveys between existing District facilities to establish one common vertical bench datum; oversees the conduct Global Positioning Surveys and compilation of survey results into finished maps; performs quality control reviews of consultant surveyor work submitted to the District; administers consultant survey contracts; provides opinions on land survey issues and advises on possible problems, conflicts and needed plan revisions.

7. Directs and administers operations, activities and programs in compliance with accepted federal, state and municipal standards governing building construction and engineering surveying; encourages open communication and cooperation between contractors, design engineers and department staff; works with developers, contractors, engineers, architects and others regarding construction and compliance problems and conflicts; coordinates construction contract administration with the Managers, Engineering-Construction.
8. Directs the preparation of a variety of studies and reports relating to current and long-range District facilities and infrastructure improvement needs and develops specific proposals to meet them; reviews, analyzes, and recommends changes to District policies and procedures; recommends and coordinates design changes; plans and directs project management activities for a variety of capital improvement and major maintenance projects, including the review of plans, specifications, designs, estimates, and schedules; coordinates inspections and project monitoring programs; ensures the maintenance and quality control of detailed records and correspondence for department activities, findings and results, ensuring timely responses in proper format by the District staff; ensures timely and accurate completion of all required tasks including but not limited to plans, specifications, estimates, project deliverables, and engineering surveys.
9. Provides expertise, guidance and assistance to staff, senior management, other District personnel and external customers; evaluates specialized information and data and provides decisions and recommendations on a wide array of highly complex engineering matters; understands, enforces, interprets and explains complex regulations, laws and guidelines.
10. Provides quality control and timely delivery of any and all items requiring the Chief Engineer's approval, including but not limited to agreements, invoices, timesheets, Board memos, briefing materials, and staff reports for the Board of Port Commissioners.

OTHER DUTIES

1. Keeps informed and up to date on current construction design techniques, changes in codes and regulations, new construction materials and methods.
2. Attends and participates in various meetings, committees and task forces, both internally and in the public arena.
3. Ensures subordinates follow safety policies in work methods and procedures.

QUALIFICATIONS

Knowledge of:

1. Theory, principles, practices and techniques of civil engineering, land surveying, construction management and construction inspection.
2. Principles and practices of strategic and long-term business planning.

3. Principles, practices, materials, equipment and techniques involved in the administration and inspection of capital and major maintenance contracts for large, complex maritime and public works infrastructure.
4. Principles and practices of project management
5. District operations and functions and associated construction contract administration and inspection issues.
6. Trends, approaches and problem-solving techniques used in project development, design, and construction engineering and inspection and compliance processes.
7. Modern methods of construction and structural design concepts.
8. Techniques, equipment and materials used in public works construction projects.
9. Federal and state laws, codes and regulations and District policies and practices applicable to areas of responsibility, including contracting codes and laws.
10. Principles and practices of public administration, including strategic planning, budgeting, purchasing and maintenance of public records.
11. Research methods and analysis techniques.
12. Principles of the California Air Resources Board's (CARB) Low Carbon Fuel Standard (LCFS) program
13. Principles and practices of sound business communications.
14. Principles and practices of effective management and supervision.
15. District Personnel Rules and Regulations, policies and labor contract provisions.

Ability to:

1. Plan, direct, manage, organize, review and evaluate the administration and inspection of the District's construction contracts and surveying functions.
2. Provide technical assistance and staff leadership on all aspects of the department's function.
3. Analyze and make sound recommendations on complex management and administrative issues.
4. Understand and apply local, state and federal policy, law, regulation and court decisions, as well as District policies and procedures, applicable to areas of responsibility.
5. Analyze technical design engineering, construction engineering and surveying problems, evaluate alternative approaches and adopt effective solutions.
6. Prepare detailed written material, including staff and administrative reports analysis of policies, proposed code amendments and changes to established programs and policies.

7. Evaluate the applicability of emerging developments and technologies to ensure productivity and work process effectiveness.
8. Present findings and recommendations clearly, logically and persuasively.
9. Represent the department effectively on a variety of complex issues.
10. Develop and implement appropriate procedures and controls.
11. Negotiate effectively on behalf of the District, including the negotiation of complex contract change orders.
12. Exercise sound, expert independent judgment within general policy guidelines.
13. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
14. Establish and maintain highly effective working relationships with those encountered in the course of work.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduation from a four-year college or university with a major in engineering, construction management or a closely related field; and eight years of progressively responsible professional engineering design or construction experience, at least four of which were in a management capacity. Time served as a District Intern will count towards the years of experience.

Licenses; Certificates; Special Requirements:

Registration as a Professional Engineer with the California State Licensing Board.

A current, valid California Class C driver's license at time of appointment and maintained at all times thereafter in order to operate a vehicle on District business.

California Department of Motor Vehicle (DMV) pull notice system: An incumbent in this position will be enrolled in the California DMV Pull Notice Program. The pull notice program provides information on the incumbent's driving record and driver license status on a periodic basis to the District. An employee assigned a District vehicle must acknowledge receipt and understanding of District Administrative Procedures covering the use of District vehicles.

This position may be subject to a pre-employment background check. The District will conduct a California Department of Justice/FBI fingerprint and criminal history check; felony convictions may be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and how recently they occurred. Criminal arrests and convictions during employment may result in termination or limitations in job duties if no reasonable accommodations can be made.

UNCLASSIFIED SERVICE

This position meets one or more of the criteria for the unclassified service as outlined in San Diego Unified Port District Act Section 72.5(b), and as such is exempted from the classified service.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Resolution #: 2022 – x

Dated: September 13, 2022