



Engineering Records Manager

DEFINITION

Under general direction, manages staff and coordinates the activities and operations including geographic information systems, engineering records data management, complex record drawing and mapping; provides technical support to staff and works with the Information Technology Department to ensure proper data management of Engineering Records and Geographic Information Systems(GIS) programs for the District.

DISTINGUISHING CHARACTERISTICS

Incumbent in this class is responsible for direction and management of the Engineering Records department. This position is expected to carry out necessary activities with minimal direction, provide highly responsible and complex staff assistance, and is characterized by one or more of the following factors: specialized educational requirements, extensive supervision, and high degree of technical knowledge, skill, and responsibility for independent action within broad guidelines. The incumbent is expected to handle the planning, training and scheduling of workload for subordinates, prepare performance evaluations and program budgets. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director of Engineering. Exercises direct supervision over professional, technical staff assigned to the department.

EXAMPLES OF DUTIES

Typical duties may include, but are not be limited to, the following:

- Plans, manages, and oversees the daily functions, operations, and activities of the department; Plans, coordinates, assigns, trains and directs Records and GIS staff in the maintenance and update of all District Records, drawings, GIS systems and data management associated with these tasks;
- Develops and implements goals, objectives, policies, strategic plans, and priorities; recommends and administers policies and procedures;
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement;
- Prepares information, correspondence, and reports for field locations and availability of water facilities and disseminates records and plots of facilities to requesting parties such as internal staffs, contractors and the public;

- Oversee the Records and GIS programs and database administration and maintenance and coordinates with Information Technology on management of enterprise application programs, software and support;
- Conducts regular quality assurance audits of staff assignments for accuracy, correctness and to ensure that all GIS and Record drawings show all necessary information and shown in a District standardized format such as GIS base layers, record drawings, water storage production reports, rainfall data and other related work;
- Operates a networked computer to analyze and manage administrative and technical data;
- Oversees and coordinates GIS mapping needs for all District departments;
- Monitors and evaluates the efficiency and effectiveness of unit methods and procedures; provides technical oversight and coordination of work through project coordination meetings and other means, monitor progress against project schedules; recommends allocation of resources as required to accomplish goals.
- Reviews the work of assigned staff, conducts bi-weekly meetings with each staff person to review workload and staff work product, performs employee evaluations including working with employees to correct deficiencies; provides coaching on work procedures and ensures staff obtain the appropriate level of on-the-job training; implements corrective action and/or disciplinary procedures;
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in GIS; researches emerging trends and enhancements and their applicability to District needs.
- Serves as liaison between District and other local and regional agencies.
- Monitors changes in GIS and AutoCAD technology that may affect GIS and records workflow; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Directs the establishment and maintenance of working and official department files.
- Develops, administers, and oversees department budget; determines funding needed for equipment, materials, and supplies; ensures compliance with budgeted funding.
- Develops and manages requests for proposals for professional services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates professional contracts; administers contracts to ensure compliance with District requirements and service quality; approves monthly progress payments;
- Prepares and presents staff reports to the Board of Directors as needed;
- Ensures that a safe working condition is maintained for staff and compliance with District safety policies and protocols;
- Performs other duties as required.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Principles and practices of Records software including AutoCAD and ESRI GIS, database management, GIS map production and project planning and scheduling;
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Principles and practices of budget development and administration;

- Principles and practices of employee supervision, including work planning, assignment, review and performance evaluation, and the training of staff in work procedures;
- Principles, methods and techniques of effective leadership;
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly;
- Principles and practices of project management;
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility;
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the District;
- Principles and practices of employee relations and related labor laws for personnel management;
- Drafting principles and procedures and technical aspects of AutoCAD, and GIS necessary to effectively manage the work unit;
- Methods and techniques of drafting related to the production of engineering drawing, GIS maps, and graphic displays;
- Principles and uses of algebra, geometry, trigonometry;
- District records experience and/or other relevant records management experience;
- Proper spelling, grammar, punctuation and writing practices.

Ability to:

- Oversee, direct and coordinate the work of unit staff or staff assigned on a project basis;
- Oversee the preparation of record drawings, GIS layers, water production reports, and other related materials;
- Provide technical support on GIS and AutoCAD process and procedures for GIS and records database administration;
- Respond to and identify staff needs and help determine resolutions;
- Apply District policies and procedures to actual situations;
- Analyze situations accurately and adopt an effective course of action;
- Analyze and assess the technological needs of GIS programs;
- Use initiative independent judgment within general policy guidelines;
- Understand and carry out oral and written instructions and keep accurate records;
- Communicate clearly and concisely, both orally and in writing;
- Act as liaison and effectively represent the District in meetings with other departments, agencies;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Ability to travel to off work site locations and or to attend meetings.

Training and Experience: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- Graduation from an accredited college or university with a four year degree with major course work in computer science or closely related field; and,
- Five years of increasingly responsible experience utilizing AutoCAD and GIS computer applications, database management, with at least two years of which must include leading, assigning, directing or supervising the work of others.

OR

- Graduation from and accredited college or university with an Associate degree with major course work in computer science or a closely related field; and,
- Seven years of increasingly responsible experience utilizing AutoCAD and GIS computer applications, database management, with at least three years of which must include leading, assigning, directing or supervising the work of others.

OTHER REQUIREMENTS

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

LICENSES AND/OR CERTIFICATIONS

- Possession of or the ability to obtain an appropriate California driver's license issued by the State Department of Motor Vehicles and satisfactory driving record.
- Possession of a valid Certificate of Registration as a Professional Engineer in the State of California desirable.

PHYSICAL DEMANDS AND WORKING CONDITIONS

During the course of performing job duties the employee will need the mobility to work in a standard office setting, operate equipment, which may include office and/or field equipment, or specialized instruments or tools requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. While working in the field the employee may walk on uneven or un-level ground surfaces such as hills, slopes, ditches or trenches, on or in tanks, and may work at heights up to ten to twelve feet climbing ladders or stairs. The employee is occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials and other packages or equipment weighing up to 10 to 25 pounds. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a computer screen. Employees who drive on District business to carry out job-related duties must be physically capable of operating the vehicles and equipment safely. The noise level in the work environment may be quiet to moderate noise. The position may require the ability to work after regular work hours and weekends as needed. To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager

Employees who drive on District business to carry out job-related duties must possess a California driver's license for the class of vehicle driven and meet automobile insurability requirements of the District including review of a recent DMV history. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.

Established: October 2024

Approved by: Human Resources Manager