



JOB TITLE:	DEPUTY DISTRICT ENGINEER	DIVISION:	DISTRICT – ENGINEERING
REPORTS TO:	DISTRICT ENGINEER	EEO CATEGORY:	01-EXECUTIVE
FLSA:	EXEMPT	SAFETY-SENSITIVE:	YES (Public Safety)
CLASSIFICATION:	NON-REPRESENTED	LOCATION:	SAN FRANCISCO

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### Position Summary

Under the general direction of the District Engineer, administers the activities of the Engineering Department professional and paraprofessional personnel and of engineering consultants for the planning, design and construction of a wide variety of engineering projects of the Golden Gate Bridge, Highway and Transportation District. Advises and consults with District managers, department heads and the District Engineer on engineering policies and procedures; supervises drafting services; administers special projects of the Board of Directors and the Memorandum of Understanding with I.F.P.T.E., Local 21. Performs as Acting District Engineer in the absence of the District Engineer. This classification interprets and executes engineering policies and procedures pertaining to design and construction; establishes procedures to carry out the execution of the design, construction and inspection of capital projects; reviews the structural integrity of all civil works and facilities; supervises the administration of the Engineering Department; supervises the preparation and review of a wide variety of engineering data and reports. Responsibilities include regular contact with contractors, consultants and other agencies to exchange engineering information and to explain District policy.

### Essential Responsibilities

- Assists the District Engineer in planning, organizing and directing the activities of the Engineering Department.
- Responsible for setting design and performance criteria for a wide variety of engineering projects.
- Supervises the preparation of the plans, specifications, bidding documents and cost estimates for the projects.
- Responsible for supervising and directing the activities of contract administration and field inspection in connection with the construction and maintenance of a wide variety of engineering projects
- Meets with the District Engineer on an as-needed basis to update on project status and Department operations and functions.
- Confers with outside agencies, consultants, contractors, and the involved community concerning engineering activities and projects.



- Conducts and attends conferences and meetings in connection with planning and designing of improvements and construction projects.
- Prepares and supervises the preparation of a variety of engineering data and reports in connection with future planning and development of construction projects.
- Supervises work performed by professional services consultants on plans, designs and other engineering data for conformance with proper procedures and policies relating to engineering problems.
- Responsible for resolving major differences with consultants and contractors pertaining to engineering and contract administration. Is the lead technical representative in resolving differences between the District and the public and outside agencies.
- Inspects District construction and maintenance projects.
- Directs underground tank and hazardous material remediation.
- Ensures that those safety program activities applicable to his or her department are effectively implemented and carried out. This includes ensuring that all employees in the department follow established safe work practices and obey all safety rules.
- Resolves conflicts between the contractor and contract administration staff.
- Reviews project for compliance with District, State, and Federal requirements.
- Performs additional related duties as assigned.
- Regular and reliable performance and attendance is required.

## Required Knowledge, Skills and Abilities

### Working knowledge of:

- Modern civil engineering principles and practices including planning and development
- Methods of preparing designs, plans, specifications, estimates and reports of roads, bridges, and bus and ferry terminals
- Principles of office management, personnel management, administration, supervision, arbitration and mediation
- Federal and state requirements, regulations and codes relating to engineering projects and funding
- Hazardous Material handling and storage
- Railroad right-of-way track, tunnel and structural maintenance
- AutoCAD is desirable
- Occupational health and safety rules and working practices applicable to this position.

### Skill in Ability to:

- Manage multi-modal transportation projects
- Manage multiple projects to meet critical deadlines
- Direct the preparation of designs, plans, specifications and bidding documents used in engineering and construction projects
- Meet and consult with professional engineering personnel and public officials on complex engineering and administrative matters
- Apply modern engineering methods and techniques to practical engineering problems



- Establish and maintain effective working relationships with those contacted in the course of work
- Speak before large groups of professionals and lay persons about the District's engineering projects and activities
- Use word-processing equipment and software
- Manage multiple groups of technical and professional personnel, both employees and consultants

## Minimum Qualifications

### A combination of college level training and position related experience equivalent to:

- Bachelor's degree in Civil Engineering
- P.E. registration as a Civil Engineer in the State of California
- A minimum of eight years' recent full-time position related professional civil engineering experience involving the design, construction and maintenance of roads, bridges and buildings, including a minimum of five years' administrative and supervisory experience over professional engineering personnel

### Required Licenses and/or Certification:

- Must possess and maintain a current, valid California driver's license and satisfactory driving record. No reckless driving and DUI infractions within the last 7 years. No more than 2 moving violations within the last 3 years. May operate District vehicles.
- Operates District vehicles on a regular basis.

### Physical Requirements:

Climb on bridge during testing and inspection. Ability to visit construction sites. Much of the work is performed in an office setting. Subject to 24-hour call back.

This position may have a potential for or actual exposure to lead. Pursuant to OSHA regulations, District employees are not exposed to lead at concentrations greater than 10 micrograms per cubic meter ( $\mu\text{g}/\text{m}^3$ ) of air averaged over an 8-hour period.