Job Description

Position:	**Director of Engineering & Compliance**	**FLSA Status:**	**Exempt**
Department:	**Engineering & Compliance**	**FTE:**	**Full Time**
Reports to:	**General Manager**	**Revised:**	**April 2021**

DEFINITION:
Under general direction from the General Manager, plans, directs, organizes, integrates, manages and provides oversight of services of the Engineering & Compliance functions of the District; serves as ReGen Monterey's Engineer and Compliance Officer; provides oversight and project management of capital improvement projects, contractor and contract services; directs and manages the development of short and long-term goals and objectives consistent with the Strategic Plan and annual business plan and ensures their effective execution; provides direction and supervision of Engineering staff; ensures all assigned operations and functions serve the needs of the District, while complying with applicable laws and regulations; provides highly responsible and complex administrative support to the General Manager; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:
This position is responsible for managing and integrating a wide variety of functions, programs and staff engaged in managing the broad, comprehensive engineering and compliance services and activities for ReGen Monterey. Within assigned areas of accountability, the incumbent operates with substantial latitude and discretion to achieve effective and efficient utilization of resources in serving ReGen Monterey's mission. Positions at this class level serve as a member of ReGen Monterey's senior leadership team and provide advice and counsel to the General Manager regarding strategic policy and problem-solving issues relating to the assigned departments and ReGen Monterey overall. A person appointed to the Director of Engineering & Compliance/District Engineer classification is an "at-will" employee. The incumbent in this position may provide direct supervision of department staff and have an oversight of the Engineering & Compliance department.

ESSENTIAL FUNCTIONS:
The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s) and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement to address business needs and changing business practices.

MINIMUM QUALIFICATIONS AND RESPONSIBILITIES:
- Performs a variety of professional engineering tasks in the planning, design development and construction of ReGen facilities and evaluates the effectiveness of ReGen programs, procedures and services relating to maintenance and operations including: planning, design, landfill and site development and maintenance, construction and building renovation needs, operations of landfill gas monitoring and collection systems, leachate collection/extraction/treatment systems and groundwater monitoring wells, and traffic flow and control.
- Oversees and is responsible for planning and execution of all engineering & compliance functions.
- Plans, organizes and implements ReGen Monterey capital improvement projects; develops revenue forecasts and monitors expenditures; reviews and evaluates work methods and procedures to ensure budget adoption prior to July 1 of each year.
- Oversees and is responsible for permitting of all ReGen Monterey services and functions; administers regulatory compliance programs, including environmental and construction permit requirements.
- Performs and reviews engineering calculations, prepares cost estimates and manages budgets for contract construction projects.

- Assist in the preparation of long-term capital overlay plan for capital equipment, machinery and facilities as part of the annual budget preparation process.
- Plans and evaluates performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; collaborates with the Director of HR on disciplinary action, up to and including termination, to address performance deficiencies, in accordance with ReGen Monterey personnel rules, policies and labor contract provisions where applicable.
- Prepares Requests for Proposal (RFPs) for equipment and services as directed; represents ReGen Monterey in negotiations with vendors and service contractors.
- Provides oversight and lead direction of all capital improvement projects.
- Prepares and presents project status reports to the Board of Directors, management staff, other ReGen Monterey staff, outside agencies and the public.
- Oversee proper compliance with specifications on the use and development of disposal site and proper compliance with permits issued for various site operations and/or operation's support facilities or equipment.
- Provides advice and consultation on long-range operations planning and facility development.
- Perform related duties and responsibilities as assigned by the General Manager.
- All District positions require the employee to provide good customer service to both internal and external customers, maintain positive and effective working relationships with other ReGen employees, and have regular and reliable attendance and timeliness. Must show cooperation and respect to fellow employees and supervisors at all times.
- Provides staff assistance to the General Manager and Board of Directors; prepares and presents staff reports and other necessary correspondence.
- Participates in the review and revision of ReGen Monterey rate structure and charges; recommends strategies and approaches for evaluating rate change alternatives; recommends proposed rates.
- Within assigned areas of accountability, serves as ReGen Monterey representative to professional, industry and community groups and customers and to other agencies, organizations and individuals.
- Participate in regional, state, national and other professional meetings, and conferences to stay abreast of trends and technology related to ReGen operations, particularly in areas of assigned accountability.
- Administers consultant and professional service contracts.
- Evaluates and recommends improvements to processes and procedures to ensure regulatory audit compliance; directs and participates in the preparation of a variety of records and reports ensuring timeliness, accuracy, and compliance with appropriate laws, ordinances, and regulations.

QUALIFICATIONS:

Knowledge of:

- Civil engineering principles and practices as applied to the field of solid and hazardous waste management, including the planning, development, design, maintenance, construction, and operation of solid waste management landfill, and related waste processing and public works facilities.
- Permitting requirements and processes for solid waste processing and landfill operations.
- Methods of preparing and administering designs, plans, specifications, estimates, and recommendations related to solid waste management, landfill construction and related public works facilities including recycling, waste processing and biogas management.
- Applicable County, State, and Federal laws, codes, and ordinances related to the design, construction, and operation of solid waste management and landfill and processing facilities and related operations.
- Methods, materials, tools, and equipment used in the repair and maintenance of solid waste management, landfill, and related solid waste processing and public works systems.
- Budget development and expenditure control.
- Principles of management, supervision, training, and employee evaluation.
- Research and evaluation methodologies.

- Project Management.
- Sound customer service practices and procedures.
- Safety laws, programs, and requirements related to ReGen operations.
- California Environmental Quality Act (CEQA).

Skills:
- Microsoft Office Suite, including Word, Excel, Outlook, PowerPoint, Project, Access.
- Modern office procedures, methods, and equipment including filing and recordkeeping.
- Proper use of the English language, including grammar, spelling, and punctuation.
- Familiarity of function and analytical design of common civil engineering software.
- Familiarity with basic finance and accounting principles and practices.

EDUCATION AND EXPERIENCE:
Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Ten to fifteen (10-15) years of varied and responsible professional engineering work experience in the development, design, maintenance, operation, and construction of public works and/or solid waste management and landfill and processing facilities, including some experience in working with compliance and regulatory agencies in addition to possessing a bachelor's degree in engineering. Master's degree preferred.

REQUIRED LICENSES AND CERTIFICATIONS:
- Possession of a current California Driver's License issued by the State Department of Motor Vehicles. Compliance with established District vehicle operation standards, including on-going insurability to drive District vehicles, are conditions of employment.
- Possession of valid and current registration as a Professional Engineer (Civil or Environmental preferred) issued by the California Board of Registration for Professional Engineers and Land Surveyors required.
- Certificate of Manager of Landfill Operations (MOLO) issued by the Solid Waste Association of North America (SWANA) is desired.

PHYSICAL AND SENSORY REQUIREMENTS:
The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands
While performing the duties of this class, employees are regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment including keyboard; and reach with hands and arms. Employees are frequently required to walk and stand on uneven ground. Specific vision abilities required by this job include close vision and the ability to adjust focus. Lifting boxes such as recruitment files, applications or other forms weighing up to 25lbs.

Mental Demands
While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve policy and operational issues; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform detailed work on multiple, concurrent tasks with constant

interruptions; work under deadlines and interact with all levels of ReGen management and personnel, and the public.

Work Environment

Normally, work is performed in both indoor and outdoor environments; occasionally may be exposed to varying temperatures; regular exposure to exposure to dirt, dust, fumes, noise, garbage, foul odors; potential exposure to hazardous materials and chemicals, moderate exposure often works around fast-moving vehicles and equipment; constant contact with staff and the public.

Special Demands

Must be able to actively participate in public meetings, including giving presentations in person and on camera before the Board of Directors and members of the public.

ACKNOWLEDGEMENT

I verify that I have received a copy of the job description, and I understand the requirements of this position.

Employee Name (Print)	**Date**
Employee Signature	