



JOB TITLE:	<b>ENGINEERING DOCUMENT CONTROLS MANAGER</b>	DIVISION:	<b>DISTRICT – ENGINEERING</b>
REPORTS TO:	<b>DEPUTY DISTRICT ENGINEER</b>	EEO CATEGORY:	<b>02 - PROFESSIONAL</b>
FLSA:	<b>EXEMPT</b>	SAFETY-SENSITIVE:	<b>NO</b>
CLASSIFICATION:	<b>NON-REPRESENTED</b>	LOCATION:	<b>SAN FRANCISCO</b>

*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 District Engineer or Deputy District Engineer and in coordination with heads of other Engineering Department Sections and District attorneys, plans, organizes and directs operations of the Engineering Documents Section of the Engineering Department. Manages the centralization of engineering document controls. Interprets District’s policies pertaining to Engineering Department documents. Establishes document control procedures and communication procedures for engineering projects. Manages internal and external distribution of the documents, and access to the documents. Manages software for engineering document control. Organizes project communications in coordination with project managers, including contacts with federal, state, and local government officials, consultants, construction contractors, and all levels of District personnel to exchange information. Supervises document controls staff. Provides varied, complex and confidential executive level administrative assistance to District Engineer and Deputy District Engineer, including acting as liaison between the District Engineer and Deputy District Engineer and District Officers, Heads of District Divisions and the Board of Directors. Facilitates the work of the District Engineer and Deputy District Engineer by using discretion, prudence, initiative, and independent judgment. Performs other related duties and special projects as required.

## Essential Responsibilities

- Develops and implements document control procedures for engineering projects, including quality control procedures, to ensure uniformity, consistency, accuracy and completeness of Engineering Department files.
- Audits project document files to verify adherence to the established document control procedures.
- Trains the Engineering staff in the document control procedures.
- Administers a document control software to streamline document sharing internally and externally.
- Coordinates technical maintenance of the software with the Information Systems Department.
- Tests and coordinates software upgrades.
- Develops and implements control procedures for document distribution.
  
- Trains the Engineering staff in the use of document control software.



- Manages records of project communications.
- Collaborates with Officers, Deputy General Managers, department heads and project managers to keep advised on matters involving the Engineering Department.
- In coordination with the District Secretary Office, directs document retrieval in response to requests for information under the Public Records Act rules and for legal subpoenas.
- Researches, compiles and summarizes a variety of informational materials for use by the District Engineer and Deputy District Engineer.
- Assists District Engineer and Deputy District Engineer in preparation for Board of Directors meetings and attends Board meetings as required.
- Assists District Engineer and Deputy District Engineer in managing the Engineering Department operating budget.
- Manages the Engineering Department's confidential records and files.
- Manages training and travel arrangements and license and certification renewals for the Engineering Department
- Manages preparation of in-house memoranda and external correspondence.
- Provides supervision and guidance to subordinate staff.
- Establishes and maintains effective working relationships with District employees, external agencies, consultants and contractors contacted during the course of work using principles of excellent customer service.
- Follows established safe work practices and obeys all safety rules.
- Performs other duties as assigned.
- Regular and reliable attendance and performance is required.

## Required Knowledge, Skills and Abilities

### Working Knowledge of:

- Centralized organization for a large volume and complex document control system
- Document control procedures utilizing specialty software.
- Procedures for maintaining document confidentiality.
- Best office administrative practices and procedures.
- Personal computer and software applicable to the work.

### Skills in or Ability to:

- Use excellent oral and written communication skills
- Interpret and apply District policies and procedures to contract documents
- Present information effectively to various audiences
- Work independently, organize work, set priorities and meet critical deadlines
- Use initiative and exercise sound judgment within established guidelines.
- Rapidly learn the policies and procedures related to the work
- Maintain detailed and accurate records and reports



- Collect, analyze, and present data
- Develop and maintain cooperative, effective, productive, and tactful working relationships with consultants, contractors' representatives, District staff and others contacted in the course of the work
- Follow the safety and health rules and safe working practices applicable to the job
- Recognize process improvement opportunities
- Demonstrate strong problem-solving skills
- Demonstrate creativity, innovativeness, and self-motivation
- Maintain confidentiality and protect information and documents appropriately
- Work calmly and effectively in a high volume and high visibility office environment under the pressure of critical deadlines
- Work as part of a team using excellent interpersonal and communication skills with personnel at all levels, both inside and outside the District

## Minimum Qualifications

### Education and Experience Equivalent to:

- Bachelor's degree in business, public administration, paralegal or related field.
- A minimum of ten (10) years executive level administrative experience.
- A minimum of eight (8) years position related experience in management of centralized organization for a large volume and complex document control system.
- Supervisory experience desirable. Experience as a lead administrative professional may be considered in lieu of supervisory experience.

### Required License:

- A valid California driver license (must maintain a satisfactory driving record). May drive District vehicles on a regular basis.

### Physical Requirement:

Mobility to attend work in a typical office setting. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Ability to travel to District facilities. Routine use of computer, telephone and other office equipment.