

PLANNING MANAGER

Salary: \$175K-\$200K (Exempt)

JOB SUMMARY

Under the management of Director of Engineering, is responsible for the company's day-to day function of the Planning Department including capital improvement program development, master plan, asset management system, geographic information system ("GIS"), other planning duties, and management of special projects related to the company's water production, treatment, storage and distribution structures and equipment.

JOB DUTIES AND ESSENTIAL FUNCTIONS

Perform a variety of duties and functions, which may include, but would not be limited to, the following:

- Develop the capital improvement program budget for water system maintenance and improvements and prepare annual capital budget for each division.
- Prepare and update San Gabriel's master plan for each division.
- Perform strategic policy and environmental analyses and planning activities to support the company's business initiatives and goals.
- Assess and report on key performance indicators and condition of the company's water system assets.
- Evaluate and assess risks to the company's water system assets and recommend immediate actions and projects required to mitigate risks.
- Manage updates, maintenance and development of San Gabriel's GIS and hydraulic model.
- Analyze and develop planning requirements and conceptual plans for capital improvement program projects.
- Prepare feasibility studies and technical reports and analyses.
- Prepare, review, and finalize reports and exhibits to the California Public Utilities Commission ("CPUC"), including Rate Cases, advice letter filings, testimonies, project justifications, cost estimates and other documents and correspondence.
- Develop timelines and track progress of personnel to assure on-time completion of planning tasks.
- Manage and coordinate work of consultants to perform a variety of engineering and planning studies.
- Coordinate with and make presentations to a variety of local and state public agencies.
- Manage, hire, train, and evaluate department personnel for salary adjustments, promotion, disciplinary and corrective action, and termination.
- Provide assistance to and foster cooperation with other department heads.
- Other tasks and duties as required.

SKILLS, KNOWLEDGE AND PHYSICAL REQUIREMENTS

Skills, knowledge and physical requirements include, but are not limited to:

- Ability to prepare and deliver accurate and flawless documents, reports, calculations, analyses and plans.
- Proven ability to supervise, motivate, and train personnel, and to recognize job or personnel problems and recommend solutions.
- Broad understanding of strategic planning, risk elimination, prioritization and engineering processes.
- Thorough understanding of current codes, regulations, standards and applicable laws.
- Strong analytical and organizational skills.
- Ability to accurately handle a high volume of varied tasks, to work well under pressure, and to meet required deadlines.
- Ability to write legibly, communicate effectively and have good reading skills.
- Ability to manage projects and interact with all levels of company personnel, as well as contractors, outside vendors, public agency representatives, and the general public.
- Must have strong personal computer skills, and have knowledge of and experience with a variety of computer modeling, design and related software packages.
- Familiarity with all safety practices and procedures.
- Must be dependable, punctual, and have good attendance and a neat and presentable professional appearance.
- Ability to perform repetitive physical activities using feet, legs, hands, and arms, and be able to use keyboard, walk, sit, stand, bend, stoop, climb stairs, reach, grasp, and occasionally lift up to 25 lbs.

EDUCATION, TRAINING AND EXPERIENCE

The following are required:

- Undergraduate degree in Civil Engineering from an accredited college or university.
- Minimum of 10 years of progressively responsible engineering and planning experience.
- Registered California Professional Engineer (P.E).
- AWWA and other similar group affiliations desirable.
- Valid California driver's license and acceptable driving record.