

**Job Title: Director of Engineering & Construction Services**  
**Office/Team: Engineering & Construction Services Department**  
**Reports To: President / CEO**  
**Effective Date: July 1, 2015**

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### ***Primary Accountability***

Responsible for the leadership, direction and coordination of the activities of the Engineering & Construction Services (E&C) Department of Aqua Engineers which includes the Engineering Services Division and the Construction Management Division.

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### ***Description of Primary Responsibilities***

- 1) Develops and implements the E & C Department operating plan:
  - a) Identifies and supports the role of the department in achieving the Aqua strategic goals and develops appropriate department objectives,
  - b) Prepares the budget and monitors the financial performance of the department in accordance with the annual operating plan,
  - c) Develops Annual Incentive Plan (AIP) goals and objectives for each of the functions within the department.
- 2) Provides management and supervision to E & C Department management and staff:
  - a) Determines the most effective method for assigning responsibilities and duties to functional units; maintains job descriptions, procedures and other documentation related to organization of the jobs,
  - b) Assigns duties and responsibilities, and ensures employees receive instruction/training needed to complete job responsibilities,
  - c) Ensures that employees are aware of and adhere to all company policies and procedures and conveys all senior management communications and directives,
  - d) Monitors individual and E & C Department performance and allocates AIP bonus pool accordingly,
  - e) Provides quality assurance (QA) function for job performance within E&C Department; monitors performance of E&C divisions to assure effectiveness, efficiency, contract compliance and client satisfaction.
- 3) Actively supports efforts and initiatives to ensure collaboration across all functions of the organization, and between the organization and outside agencies/organizations:
  - a) Ensures that concerns, recommendations and feedback of E&C management is effectively communicated to the senior management team,
  - b) Ensures effective collaboration between Operations and E&C Departments,
  - c) Ensures E&C Department management and staff are made aware of developments and improvement in procedures related to equipment and operations of facilities managed by Aqua Engineers.
- 4) Actively supports business development and business practice improvement for the Department in conjunction with the Senior Vice President – Business Development:
  - a) Identifies opportunities for E & C Department services to be marketed to new markets or customers not currently served by Aqua Engineers,
  - b) Provides support for new business initiatives with current and potential customers; leads engineering and construction activities and ensures proposal reflect realistic costs and work processes from an engineering perspective,
  - c) Works with Operations Director and E&C division managers to develop new business plans within the operating area consistent with overall company operational and strategic plans,

- d) Provides the Operations Department with engineering support necessary to ensure Capital Improvement Plans (CIP) are in place for all existing customers.

***Description of Primary Attributes***

***General Development:***

- 1) Possesses significant organizational skills in order to manage and direct significant segments of the organization,
- 2) Provides leadership and motivation to others,
- 3) Reprioritizes work in response to changes in circumstances,
- 4) Devises effective solutions to situations encountered based on the general goals and objectives of the function.

***Professional & Technical Knowledge:***

- 1) Possesses advanced general skills, including written and verbal communications skills, computational and computer skills, and mathematical knowledge typically acquired through completion of a Bachelor's degree program,
- 2) Possesses extensive knowledge of engineering theory, principles and practices consistent with completion of a Bachelors or Masters Degree with a major or concentration in Engineering,
- 3) Possesses extensive knowledge and experience with wastewater treatment plant operations and maintenance, treatment process control systems, collection systems O&M and related services,
- 4) Possesses extensive knowledge and experience with water treatment operations, maintenance, and system management,
- 5) Possesses extensive knowledge of Federal, State and local laws and regulations pertaining to the water and wastewater operations,
- 6) Familiarity with the development and implementation of asset management programs for utilities.

***Technical Skills:***

- 1) Able to schedule work and manage multiple projects using Microsoft Outlook and Microsoft Project,
- 2) Ability to prepare basic correspondence and simple reports in Microsoft Word,
- 3) Ability to use Microsoft Excel to create tables and simple displays of information,
- 4) Ability to create basic presentations in Microsoft PowerPoint.

***Licenses & Certifications:***

- 1) State of Hawaii Professional Engineer designation.

***Communications Skills:***

- 1) Effectively communicates opinions and extrapolations of information collected and synthesized/analyzed,
- 2) Effectively communicates technical information to a non-technical audience,
- 3) Applies conflict resolution skills to resolve issues that may arise because of disagreements between employees, between employees and customers/clients, or with the public, other legal entities or governmental authorities,
- 4) Compiles, analyzes and prepares information in an effective written form, including correspondence, reports, articles, or other documentation,
- 5) Convinces others to take actions, or to behave in a specific way desired by the company.