



## ROSS VALLEY SANITARY DISTRICT

2960 Kerner Blvd  
San Rafael, CA 94901  
(415) 259-2949 ~ [rvsd.org](http://rvsd.org)

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### JOB DESCRIPTION

TITLE	SALARY	DATE	REVISION
Assistant Engineer	Range 36: \$8,426-\$10,753/month (FY11-12)	July 1, 2011	2.1
<b>NOTES</b>	This position was approved by the District Board for the General Manager to take all administrative steps necessary to fill at the April 20, 2010, Regular Board Meeting.		

#### INTRODUCTION

The Ross Valley Sanitary District is located in beautiful and culturally rich Marin County, halfway between San Francisco and California's famous wine country. Founded in 1899, RVSD is one of the oldest sanitary districts in Marin County. It provides wastewater collection for the 55,000 residents of the Ross Valley towns and communities of: Fairfax, San Anselmo, Ross, City of Larkspur (including Bon Air), and the unincorporated areas known as Sleepy Hollow, Kentfield, Kent Woodlands, Oak Manor, Greenbrae, Murray Park, San Quentin Village, and California State Prison at San Quentin.

Qualified applicants for this position will perform engineering, project management, construction management and other engineering or technical services for the District. They will make calculations, perform design work, administer contracts, maintain records, and conduct studies regarding capital projects, maintenance and operations processes and optimization, and perform related work as required.

The Assistant Engineer is the first level position in the Professional Engineering series. Incumbent performs more complex engineering duties, exercises greater independence in carrying out the duties of the position, performs more comprehensive project management, exercises sound, independent judgment in prioritizing multiple projects, and has program management responsibilities as delegated by the District Engineer.

## **ESSENTIAL KNOWLEDGE, DUTIES AND RESPONSIBILITIES**

Under general direction:

- Provides engineering, planning and technical support to District Engineer.
- Establishes and maintains positive working relationships with District management and staff, other agencies, contractors and consultants, and the public.
- Participates in special projects as assigned.
- Maintains accurate records and files, including electronic and paper record drawings.
- Prepares a variety of accurate and effective correspondence, reports, procedures and other written materials.
- Schedules, develops, manages bidding and makes award recommendations
- Assists in the management on specified District projects: leads intra-District project teams; prepares engineering designs, drawings, specifications, contracts, plans and bid documents; analyzes bids; recommends consultants and contractors.
- Acts as construction manager on specified District projects: conducts and documents onsite inspections; reviews contract submittals; makes design changes in the field; reviews and recommends approval of progress payments; negotiates and prepares changes in construction contracts; prepares or approves as-built record drawings.
- Plans and designs modifications to a variety of wastewater facilities; identifies, analyzes, and evaluates alternatives, and makes recommendations.
- Prepares environmental reports and responds to State and Federal regulatory agencies.
- Analyzes collection system, pump stations, and processes: researches new technologies, products, equipment, codes and regulations; evaluates alternatives, prepares recommendations and written reports.
- Represents the District in contacts with groups, organizations, representatives of other agencies, professional groups, and the public.

*Special abilities:*

- Communicate effectively, both orally and in writing, with those contacted in the course of work, including but not limited to the ability to use tact/diplomacy and establish/maintain cooperative working relationships
- Understand and accurately carry out written and oral instructions
- Take coaching, instruction and feedback with a cooperative and positive attitude
- Work in a changing and occasionally extreme field environment, and standard office environment.

## **EDUCATION/EXPERIENCE REQUIREMENTS**

A High School Diploma or equivalent; and a Bachelor's Degree from an accredited four-year college or university in Civil or Environmental Engineering, or other related field;

**OR**

A High School Diploma or equivalent; and ten years of increasingly responsible industry experience in construction supervision, management, design, above ground construction, and below ground construction. Preferred experience in construction of wastewater collection

systems, construction of wastewater treatment facilities, and maintenance of wastewater systems.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid California Class C driver's license at the time of application and maintain a valid license throughout employment.

Possession of an Engineer-In-Training Certificate is required;

**OR**

Valid A or B contractor's license AND five (5) years experience in engineering/construction.

## **PHYSICAL AND LEADERSHIP REQUIREMENTS**

- Sitting at desk and at meetings for long periods of time: 60 - 80% (Heavy PC use)
- Standing: 5-10%
- Walking: 5-10%
- Bending Stooping/ Lifting up to 55 pounds: 10-15%
- Both large and fine hand movements
- Interact with public
- Create reports, memos, presentations, maps, e-mails, and performance measures
- Analyze organized and unorganized data and make recommendations
- Manage employees toward specified goals and objectives
- Inspect paperwork (e.g. spreadsheets, reports, memos, authoritative literature)
- Operate passenger vehicles occasionally
- Be able to work in an office/field environment and maintain professional relationships
- Be capable of facilitating and leading small and large groups
- Be capable of demonstrating ethical and structured business practices
- Be capable of holding employees accountable
- Be capable of encouraging and coaching employees
- Be capable of making decisions that further the goals and objectives of the District
- Be proficient with time management and task allocation limits
- Dress in a professional manner consistent with executive standards
- Be available for all District Board meetings, and other functions as required
- Other requirements as necessary or directed