



## Ross Valley Sanitary District Assistant/Associate Engineer

### **DEFINITION**

Under general direction, the Assistant/Associate Engineer oversees and performs civil engineering, project management, construction management, design work, inspections and other engineering and technical services for the District; reviews private improvement projects to ensure conformance with District standards; makes calculations, administers contracts, maintains records, provides engineering support to District departments, conducts studies regarding capital projects, and assists in budgeting process for project expenditures and annual budget, sewer service charges and performs related work as required.

### **DISTINGUISHING CHARACTERISTICS**

Assistant Engineer – This is the entry level in the Engineer series. Positions in this class typically have limited related work experience and work under general supervision while learning job tasks. The Assistant Engineer is distinguished from the Associate level by the performance of less than the full range of duties assigned to the Associate level. Incumbents work under general supervision while learning job tasks, progressing to direction as procedures and process of assigned area of responsibility are learned.

Associate Engineer – This is the journey level class in the Engineer series and is distinguished from the Assistant level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise and by Registration as a Professional Engineer. Position in this class are flexibly staffed and can be filled by advancement from the Assistant level once the incumbent has met the minimum qualifications, demonstrated an ability to perform the full scope of work independently, and meets performance standards.

This class is distinguished from the Senior Engineer in that the latter performs the most difficult and responsible types of duties assigned to classes within the series which may include providing technical and functional supervision over others.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives supervision from a higher-level supervisor or manager. Provides direction to technical and administrative staff.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Supervise assigned staff including directing work, conducting performance evaluations, coordinating training, and implementing hiring, and discipline and termination procedures.
- Plan, develop, and implement goals and objectives for engineering department.
- Identify priorities of Infrastructure Assets Management Plan.
- Communicate status of work to supervisors, managers, staff, and co-workers as appropriate.
- Ensure delivery of safety training of department staff.
- Collaborate with colleagues on District projects and development and implementation of policies and procedures.
- Develop and administer policies and procedures related to engineering activities.
- Coordinate capital improvement program projects including studies, design engineering, work of consultants, requests for proposals, and inspections.
- Provide conceptual design of projects.
- Perform review, analysis, data gathering and input of maintenance and asset information.
- Coordinate the administration and on-going support of the computerized maintenance management software (CMMS), CAD, and geographic information system (GIS).
- Administer contracts; ensure contractor compliance with District codes and standards.
- Monitor workflow, review and evaluate work products, methods, and procedures.
- Maintain records and files, including electronic and hard copy drawings.
- Prepare correspondence, reports, procedures, and other written materials.
- Conduct engineering studies, evaluate alternatives and make recommendations.
- Confer with representatives of external agencies, contractors and architects, and the public regarding conformance to standards, plans, specifications, and codes; make final decisions regarding exceptions.
- Evaluate proposals; recommend awards.
- Oversee quality assurance and quality control of data.
- Act as project manager on District projects; recommend field changes.
- Conduct and document onsite inspections.
- Manage procurement, inventory, and allocation of materials; contact vendors and ensure compliance with District fiscal policies.
- Enforce District standards, codes, and regulations.
- Coordinate outreach and collaboration with external agencies and consortium activities.
- Review contract submittals; negotiate and prepare changes in contracts.
- Coordinate annual budget requests for engineering function, monitor expenses.

- Investigate problems with scope of work or cost issues.
- Review and recommend approval of progress payments.
- Prepare environmental reports and respond to state and federal regulatory agencies.
- Utilize the Computerized Maintenance Management Software (CMMS) and geographic information system (GIS) to generate and analyze data and prepare reports.
- Respond to mapping requests and permitting questions.
- Provide support for staff performing service calls.
- Prepare reports for Board of Directors.
- Oversee emergency preparedness related to engineering functions.
- Perform other duties as assigned.

### **Interpersonal Skills**

- Collaborative problem identification and solution development.
- Communication that maintains productive working relationships and facilitates a useful exchange of information.

### **REQUIREMENTS – Assistant Engineer**

#### **Knowledge**

- Methods and techniques used in the design and construction of a variety of engineering projects.
- Applicable laws and regulations relevant to collection system design, construction, and operation.
- Methods, techniques, and procedures used in engineering and construction project management.
- Use of standard office equipment, Microsoft Office Suite software and computer software used in wastewater industry.
- Safety hazards and regulations applicable to work assignments.

#### **Skills and Abilities**

- Understanding and accurately carrying out written and verbal directions.
- Reading, analyzing, and interpreting complex technical procedures and governmental regulations.
- Effective verbal and written communication skills including public presentation skills.
- Write reports, business correspondence, and procedure manuals.
- Present information to a varied audience; responding to questions in audience-appropriate manner.
- Interact with others in professional manner.
- Carry out calculations involving mathematical concepts.
- Operate computer-aided drafting and design software and generating sketch drawings.
- Interpret technical information in mathematical or diagrammatic form.

- Prepare administrative, technical, and financial reports.
- Expert in Microsoft Office Suite, including Access and Excel, and SQL.
- Interpret and applying federal, state, and local policies, procedure, laws, and regulations, particularly in contract administration.
- Communicate clearly both orally and in writing.

### **REQUIREMENTS – Associate Engineer**

*In addition to the qualifications of Assistant Engineer:*

#### **Knowledge**

- Principles and practices of supervision.
- Time management and project management.
- Engineering principles and practices as applied to collection systems.
- Methods and practices for applying AWWA/WEF asset management principles to wastewater collection systems infrastructure.
- Methods and techniques used in design and construction of a variety of engineering projects.
- Practices and procedures in budget preparation and administration.
- Contract administration practices and principles including development of specifications, evaluation of bids, contract monitoring, and negotiation procedures.
- Public agency and public works bidding, contracting, and purchasing policies.

#### **Skills and Abilities**

- Supervising, training and coordinating staff.
- Working independently and as a team member.
- Prioritizing work for self and others.
- Carrying out calculations involving advanced mathematical concepts.
- Defining problems, collecting data, establishing facts, and drawing valid conclusions.
- Managing complex projects to completion within scheduled deadlines.

## **MINIMUM QUALIFICATIONS**

Any combination of education and experience that provides the knowledge, skills, and abilities required for this position.

A typical way of obtaining the required qualifications would be:

### **Assistant Engineer**

**Experience** – Two years' experience in engineering related to design and construction in an applicable field.

**Education** – Equivalent to B.S. degree in Civil Engineering

**License or Certificate** – Ability to obtain a valid Class C California Driver License upon appointment.

Engineer-in-Training (EIT) Certificate issued by the California Board of Registration for Civil and Professional Engineers.

### **Associate Engineer**

**Experience** – Three years' experience in engineering related to design, land development and construction in public works or applicable field, with one year of experience post acquiring the Professional Engineering License.

**Education** – Equivalent to a B.S. degree in Civil Engineering or closely related field (Master's degree is desirable).

**License or Certificate** – Possession of a valid Class C California Driver License at the time of appointment. Possession of a Certificate of Registration as a Professional Engineer (P.E.) in the State of California. Three years of additional professional engineering experience – for a total of six years of experience – can be substituted for the P.E. registration.

## **PHYSICAL WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Positions in this class typically require sitting at a desk, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, fingering, grasping, talking, hearing, seeing, distinguishing color, and repetitive motions.

Additionally, the position requires near and far vision in reading correspondence, statistical data and using a computer keyboard to enter and retrieve data. Acute hearing is required when providing telephone and personal service. Ability to lift, drag, and push files, paper, and documents weighing up to 25 pounds is required.

Incumbents may be exposed to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, blood and other bodily fluids, extreme temperatures, inadequate lighting, confined space restrictions, and intense noises.

**Pre-employment Requirements**

No pre-employment drug testing or physical examinations required.

FLSA Status:	Exempt
Employment Status:	Unrepresented
Approved by:	Ross Valley Sanitary District Board of Directors
Date:	September 18, 2019 Updated March 5, 2020