



ASSISTANT/ASSOCIATE ENGINEER





THE POSITION:

Located in the beautiful Las Gallinas Valley of Northern California, between San Rafael and Novato, we are excited to announce an opening for one full-time, permanent Assistant Engineer or Associate Engineer—depending on your qualifications. Both positions are part of an exempt, represented job series and offer the opportunity to work on-site at our professional office. This role requires regular in-office attendance and was created due to an internal promotion.

The District offers an exceptional benefit package including CalPERS membership. We are a team dedicated to keeping our world a cleaner and safer place to live. In support of our dedication to protecting public health, continuing our progressive approach to innovative technologies and environmental education, we seek an Assistant or Associate Engineer who can contribute to this efficiently run but challenging work environment.

Under general supervision of the District Engineer, this position performs a wide variety of civil engineering work related to the planning, design, construction, and maintenance of the District's wastewater treatment plant and related facilities and performs a variety of studies and prepares and presents technical and staff reports, and performs related work as assigned.

Assistant Engineer: This is the entry-level classification in the professional engineering series. Incumbents perform the less difficult and complex tasks in the field of civil engineering. Incumbents require possession of a valid Engineer-in-Training certificate.

Associate Engineer: This is the journey-level classification in the professional engineering class series, responsible for performing the full range of duties in support of the District's engineering projects. Incumbents require registration as a Professional Engineer.



The incumbent will perform professional engineering work including*:

- Prepares and reviews designs, specifications, plans, estimates, bid documents, and reports related to the construction, maintenance, and operation of wastewater treatment, collection system, recycled water, and other District facilities.
- Conducts engineering analyses and related studies, prepares engineering calculations, evaluates alternatives, makes recommendations, and prepares reports for management and the Board of Directors.
- Manages capital improvement, construction, and maintenance projects through all phases including planning, design, construction and implementation, and close-out; leads project teams in the execution of projects; develops work plans, scope of work, budget, schedules, and baseline requirements.
- Confers with and provides information to contractors, developers, engineers, and architects regarding conformance to standards, plans, specifications, and related requirements; explains requirements and procedures and evaluates alternatives.
- Provides support for District construction projects, including conducting inspections, monitoring progress, reviewing design changes, submittals, and requests for information, interpreting contract documents, and negotiating and approving change orders and claims; prepares, reviews, and approves progress payments; resolves billing issues.

*This list is illustrative and not comprehensive; please review the duties in both job descriptions which may be found [HERE](#)

EDUCATION AND EXPERIENCE:

To qualify, a successful incumbent must possess both education and experience, which would provide the required knowledge and abilities.

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Assistant/Associate Engineer: Equivalent to graduation from an accredited four-year college or university with major coursework in civil, mechanical, environmental, sanitary, or a closely related engineering discipline.

Assistant Engineer: One year of experience in a water treatment or wastewater treatment setting is desirable.

Associate Engineer: Five years of increasingly responsible professional engineering experience, including at least one year of design and project management responsibilities.



Licenses and Certifications:

Assistant/Associate Engineer

May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

Assistant Engineer

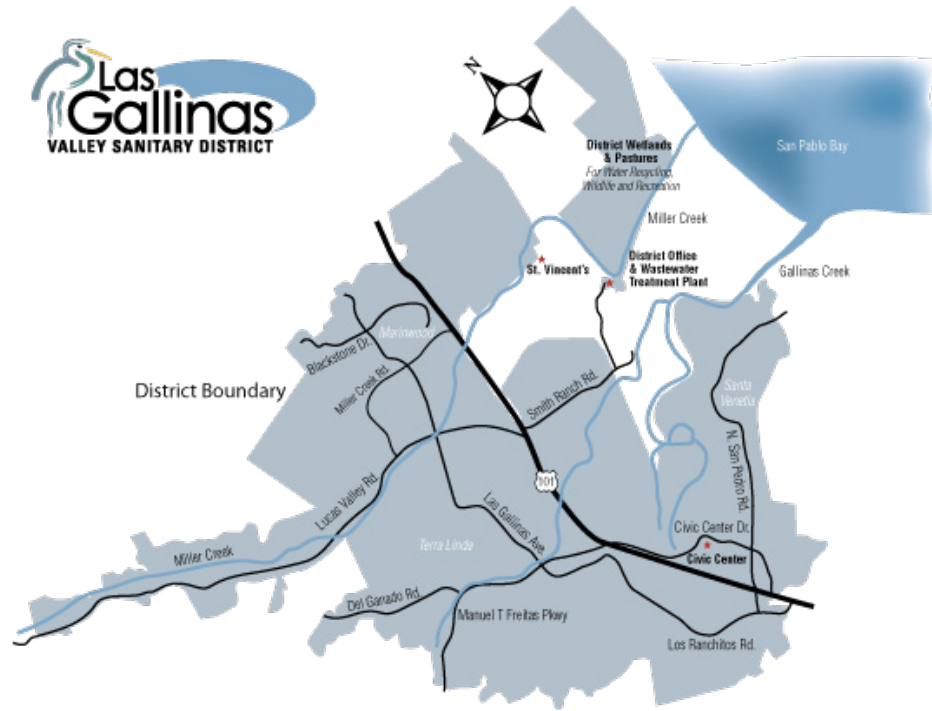
Possession of a valid Engineer-in-Training Certificate issued by the California Board for Professional Engineers, Land Surveyors, and Geologists.

Associate Engineer

Possess and maintain a valid license as a Professional Engineer issued by the California Board for Professional Engineers, Land Surveyors, and Geologists.

ABOUT LAS GALLINAS VALLEY SANITARY DISTRICT:

We understand and embrace our Mission to protect public health by effectively handling the sanitation needs of the community and our role in protecting the environment. Discharging directly to the San Pablo Bay presents significant and obvious challenges to do our job correctly. The District has a strong commitment to the environment in all that we do, as demonstrated with our photovoltaic power generation project, biogas power generation and vehicle fuel project, recycled water facility and multi-faceted reclamation area project that includes a freshwater marsh, effluent storage ponds and irrigated pastures. The District has received recognition and many awards for environmental and educational programs. We are known for being innovative, proactive, and successful at what we do. Our approach is to combine effective Pollution Prevention, Educational Programs, and state-of-the-art technologies with a strong and positive relationship with our community.



Founded
in 1955



32
Full-time
employees



30,000
Customers
Served

Location of
Service Area:
San Rafael, CA



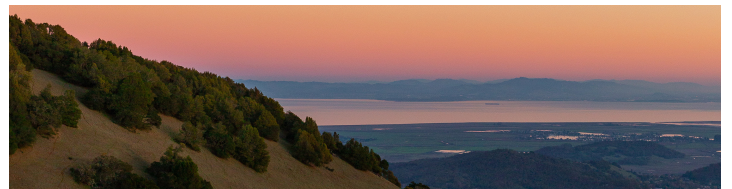
COMPENSATION AND BENEFITS:

The Assistant or Associate Engineer salary will be dependent on qualifications, background, and successful experience. This is an exempt, represented position.

The base salary range for an **Assistant Engineer** is **\$10,266 to \$13,103 per month**.

The base salary range for an **Associate Engineer** is **\$12,509.00 to \$15,965 per month**.

- **Health Insurance** — The District participates in PERS/Medical, which offers a wide range of health provider selections. The District pays the premium up to the Kaiser Family Rate.
- **Dental Insurance** — The District provides a self-insured program for employees and eligible dependents, and pays dental expenses up to \$3,000 per year per person.
- **Long Term Disability Insurance** — The District provides LTD.
- **Vision Insurance** — The District provides a comprehensive program for employees and eligible dependents, and pays for up to 50% of the premium.
- **Life Insurance** — The District provides fully paid term life insurance in the amount of \$50,000.
- **Retirement** — The District participates in the California Public Employee Retirement System (PERS); fully vested after 5 years of service. Classic Members may be eligible for a retirement benefit of 2.7% at age 55; New Members are eligible for a retirement benefit of 2% at age 62.
- **Deferred Compensation** — A 457 Plan is available with Employer match up to \$1,200 per calendar year.
- **Social Security** — The District participates in the Social Security System and matches the employee's contribution.
- **Wellness Program** — Employees can participate in a voluntary wellness program consisting of reimbursement of up to \$500 per fiscal year.
- **Holidays:**
 - Employees receive 12 holidays per year and 1 Floating Holiday.
- **Vacation:**
 - Employees receive 14 vacation days per year for the first 3 years, 19 days from years 4 to 10, 22 days from years 11 to 15, 24 days for years 16+, and a one-time 5-day vacation bonus after 20 years of service.
- **Sick:**
 - Sick Leave: Employees receive 12 days of annual sick leave.
- **Retirement Medical** — Benefits are available after ten years of District service upon retirement from the District.



For more information, click [BENEFITS](#).

APPLICATION AND SELECTION PROCESS:

The Recruitment Schedule

Final Filing Date Open until filled
Preliminary Reviews October 2, 2026
Initial Interviews Week of October 5, 2026



The Recruitment Process

Open until filled with first review of applications October 2, 2026. To be considered for this exciting and rewarding career opportunity, please submit your application with résumé and cover letter at:

APPLY NOW

Application materials will be screened in relation to education and experience minimum requirements. Candidates who are determined to be the most highly qualified for the opportunity will be invited to participate in the next step of the selection process, which includes a panel interview.

Possession of the minimum qualifications does not ensure that an applicant will be invited to the next phase of the examination process. The District reserves the right to invite only the most qualified applicants to participate and move forward in the recruitment process for this position.

Pre-employment requirements include passing a background check, physical, and drug screen.

CPS HR  CONSULTING

For additional information about this position, please contact:

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Project Consultant
CPS HR Consulting
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Website: www.cpshr.us

