

LAS GALLINAS VALLEY SANITARY DISTRICT

November 2018

FLSA: Assistant: NON-EXEMPT

Associate: EXEMPT

ASSISTANT/ASSOCIATE ENGINEER

DEFINITION

Under general supervision or direction of the District Engineer, performs a variety of civil engineering work related to the planning, design, construction, and maintenance of the District's wastewater treatment plant, collection system, recycled water, and related facilities; manages construction and capital improvement projects; conducts field inspections to ensure conformance with approved plans, specifications and District regulations; confers with developers, contractors, and representatives of other agencies regarding facility and infrastructure development; performs a variety of studies and prepares and presents technical and staff reports; and performs other related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision (Assistant Engineer) or direction (Associate Engineer) from the District Engineer. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

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. As experience and proficiency are gained, assignments will become more technically diverse and difficult, while exercising increasing independence of judgment. Employees at this level are not expected to perform with the same independence, discretion, and judgment on matters allocated to the higher-level engineering class series. This class is distinguished from Associate Engineer in that the latter requires professional registration and independently manages larger, complex capital improvement and construction projects.

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, and regularly work on tasks that are varied and complex, requiring considerable discretion and independent judgment. Positions in this classification rely on experience and judgment to ensure the efficient and effective implementation of District engineering projects and services. The work involves problem-solving of unique issues or increasingly complex problems without precedent and/or structure. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver engineering services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

Positions at the Associate Engineer level are normally filled by advancement from the Assistant Engineer level; progression to the Associate Engineer level is dependent on (i) satisfactory work performance; (ii) the incumbent meeting the minimum qualifications for the classification, including licenses and certification requirements; (iii) management affirmation that the position is performing the full range of duties assigned to the classification, and (iv) management approval for progression to the Associate Engineer level.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.

- 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.
- Participates in the development of requests for proposal for professional and/or construction services and the advertising and bid processes; participates in evaluating proposals and recommending project award; administers contracts after award to ensure compliance with District specifications, policies, and procedures and service quality.
- Prepares a variety of written correspondence, reports, grant applications, and other written materials.
- Develops and maintains various databases and computer files and uses specialized engineering software.
- Receives and responds to requests from other public agencies, developers, contractors, private engineers, title companies, and others.
- Investigates field problems affecting property owners, contractors, and maintenance and operations staff; resolves problems, coordinates field work, or refers to other District staff as appropriate.
- Performs related duties as assigned.

QUALIFICATIONS

Incumbents at the entry-level of the class series (Assistant) would not be expected to have the same level of knowledge and abilities as incumbents at the Associate-level and perform work in a learning capacity.

Knowledge of:

- Engineering principles, practices, and standards including design and construction inspection.
- Basic equipment, materials, and methods used in the construction and maintenance of wastewater treatment, collection system, and recycled water facilities.
- Project management and contract administration principles and techniques.
- Engineering plan types, review practices, and permit filing and approval procedures.
- Methods and techniques of researching engineering and design issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective technical and staff reports.
- Principles of advanced mathematics and its application to engineering work.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Modern office practices, methods, including computer equipment and specialized applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with government agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Develop and review plans for a diverse range of engineering projects including, but not limited to, wastewater treatment, collection system, and recycled water projects.
- Conduct complex engineering studies and analyses, evaluate alternatives, make sound recommendations, and prepare effective technical and staff reports.
- Apply engineering principles, practices, concepts, and standards to engineering problems.
- Prepare, understand, and interpret construction plans, specifications, drawings, and other engineering documents.
- Perform engineering calculations.
- Analyze, interpret, summarize, and present technical engineering information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations, and District engineering policies and procedures.
- Effectively represent the District in meetings with governmental agencies, community groups, various businesses, professional, and regulatory organizations, and in meetings with individuals.

- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience

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.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; and must possess mobility to inspect District project/development field sites, including traversing uneven terrain, climbing ladders, stairs, and/or other temporary or construction access points; to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 30 pounds.

ENVIRONMENTAL ELEMENTS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and may occasionally be exposed to pollen, dust, loud noise levels, cold and hot temperatures, inclement weather conditions, confined spaces, road hazards, vibration, mechanical and/or electrical hazards, and/or hazardous physical substances and fumes.

OTHER REQUIREMENTS

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."