



ASSOCIATE ENGINEER

DEFINITION:

Under general direction, manages, performs supervisory and/or professional district engineering work related to the design, inspection and construction of water and sewer improvement projects, project and construction management for capital projects, and project coordination of developer projects; provides oversight of contracted work for professional engineering, survey and inspection activities; administers the District's Geographic Information System (GIS) mapping and contract administration; provides highly responsible and technical assistance to the Director of Engineering and Operations; and performs other duties as assigned.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Director of Engineering and Operations. Exercises administrative and project direction over contractors, and general supervision over engineering staff and administrative support staff, as assigned.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

*Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not** include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.*

- Directs all activities related to engineering matters including management of staff and oversight of consultants to ensure that results are accomplished efficiently and in accordance with acceptable standards for quality and integrity compliance with applicable laws, regulations, policies and procedures.
- Develops and implements departmental goals, objectives, policies and procedures for each assigned program area consistent with the objectives of the General Manager and Board of Directors; works with the Director of Engineering and Operations in establishing overall priorities; allocates resources, directs conduct of the work plans, and monitors and evaluates work methods and procedures.
- Oversees the preparation of design for water and sewer pipelines and associated facilities as applicable.
- Prepares estimates for materials and quantities in the development of plans, profiles, maps, and drawings for construction projects as required and as applicable.
- Meets with developers, engineers, and consultants to discuss concepts and general requirements for new capital and development projects.
- Provides direction and oversight for preparing conditions of approval for new development projects for water and waste water infrastructure.

- Represents the District in coordination with other utilities, regulatory agencies, governmental bodies, planning agencies, trade and professional associations, technical groups and developers.
- Prepares contract documents and specifications for engineering projects and construction design services as applicable; providing project management, oversight, implementation and administration of projects, including procurement and management of professional consultants contracts services.
- Develops and implements the Engineering Department budget, and prepares for management consideration
- Provides for oversight of all capital and development project inspection practices.
- Reviews water and sewer plans to calculate and create an estimate for the developer for the proper water and sewer fee collections that may be required by such development.
- Reviews subdivision and parcel maps for accuracy as it pertains to District polices within the Developer Handbook and Guidelines; prepares and implements annexations, easements, and property acquisitions as necessary.
- Prepares correspondence related to engineering functions and a variety of technical reports.
- Oversees the District's computer aided drafting (CAD) and geographic information system (GIS) and all applicable updates and maintenance of the system and map books as applicable.
- Answers questions and provides information to the public concerning engineering activities and customer issues.
- Develops, implements, and coordinates programs in support of the Engineering Department.
- Monitors capital project expenditures (during construction) to ensure they are efficient and financially sound.
- Provides oversight of grants, including grant administration and reporting.
- Provides oversight and implementation of the FOG (Fats, Oils and Grease) program in conjunction with the Wastewater Department, Notice to Connect program, and project warranties and bonding administration and implementation.
- Selects, trains, motivates and evaluates assigned personnel; provides and/or coordinates staff training; works with employees to correct deficiencies; implements disciplinary procedures.
- Represents the Department with other departments, elected officials, and outside agencies.

- Explains and justifies departmental programs, policies and activities; negotiates and resolves controversial issues; investigates and responds to difficult and sensitive customer inquiries and complaints.
- Establishes positive working relationships with representatives of community organizations, state/ local agencies, District staff and Board, and the general public.
- Works closely with other District staff, developers, engineers and consultants to cooperatively complete District tasks and Projects.
- Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner.
- Works weekends, evenings and holidays as required to accommodate the District's needs, in addition to responding as a Disaster Emergency Service Worker.
- Performs other related duties as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

- Work in an office environment with some exposure to dust, dirt, and hazardous materials.
- Stand, walk and sit for extended time periods; able to carry, push, pull, reach and lift objects of light to medium weight; hearing and vision within normal ranges.
- Communicate orally with District management, co-workers, and the public in face-to-face, one-to-one and group settings; regularly use a telephone and two-way radio for communication.
- Read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with all levels of District management, board members, other elected and appointed governmental officials, media representatives, business and community leaders, employees, the public and others encountered in the course of work.
- Operate office equipment including use of computer and keyboard; work at a desk and computer for extended time periods; look at computer monitor for extended time periods.
- Travel by vehicle while conducting company business.

QUALIFICATIONS: *The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that would likely provide the necessary

knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be graduation from college with a Bachelor's degree in Engineering or a closely related field, and a minimum of five (5) years of extensive experience in performing sub-professional engineering work including at least three (3) years in a supervisory capacity. Additional qualifying experience may be substituted for the educational requirement on a year for year basis when supplemented by the completion of college level courses in engineering, construction technology, water, wastewater, business or public administration and project management.

License/Certificate:

Possession of a valid Class C California driver's license and satisfactory driving record.

Valid registration as a Professional Civil Engineer in the State of California is desirable.

Possession of Operator Certifications in Treatment and Distribution is desirable.

KNOWLEDGE/SKILLS/ABILITIES: *(The following are a representative sample of the KSAs necessary to perform essential duties of the position.)*

Knowledge of:

- Principles and practices of program and project management and analysis.
- Principles and practices of leadership management and supervision.
- Relevant Federal, State and local laws and regulations, and District ordinances and codes. Theory, principles and practices of civil engineering planning, design and construction including project management.
- Modern methods and techniques used in the design and construction of a wide variety of water and sewer projects; strength, properties and uses of construction materials.
- Computers and computer programs including use and administration of Geographical Information Systems and AutoCad mapping.
- Effective oral and written communication skills.
- Record keeping and filing practices and procedures.
- Authority, organization, rules, policies and procedures applicable to Engineering Department operations.
- Engineering drafting materials, instruments, and techniques.
- Mathematical principles as applied to water and sewer system operations and design.
- Water and sewer system construction methods.
- Methods, materials, tools, and equipment used in engineering design.
- Property description and location methods and terminology.
- Budgeting principles, methods and terminology.
- Cost estimating and contract administration.
- Advanced operations and uses of standard spreadsheet, database, word processing and presentation software.
- Safe work methods and safety regulations.

Ability to:

- Plan, organize and direct an effective engineering program.
- Interpret and explain District policies and procedures.
- Develop and administer Department goals.

- Analyze and assess programs, policies and operational needs and make adjustments as needed.
- Analyze financial and engineering data and draw logical conclusions for making recommendations.
- Keep abreast of trends and advances in methods and technology related to engineering related functions and areas of responsibility.
- Accurately review and prepare semi-routine to difficult engineering drawings, plans, specifications and cost estimates.
- Effectively create, evaluate and administer consultant contracts for professional services.
- Make and check engineering computations quickly and accurately.
- Maintain engineering records and files.
- Oversee and direct the preparation of designs, plans, estimates, and specifications; perform skilled drafting work as required.
- Prepare property descriptions.
- Gather data and make a variety of engineering computations.
- Perform research and prepare clear, concise reports.
- Perform construction inspection as necessary.
- Select, assign, supervise and evaluate the work of staff; delegate authority and responsibility to ensure accountability.
- Understand and follow oral and written directions.
- Work effectively with a small group or individually.
- Provide excellent customer service and resolve public concerns and complaints.
- Skillfully and safely operate a motor vehicle when required in the course of performing work duties.
- Exercise independent judgment and initiative within established guidelines.
- Establish and maintain excellent working relationships with community organizations, District staff and Board, contractors, and the general public.
- Operate a computer and related software at an advanced level.

STATUS: Exempt

Revised: June 30, 2016