



ASSISTANT ENGINEER

Department: Engineering
Range: 48

FLSA Status: Non-Exempt
Effective Date: December, 2016

Class Specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

General Purpose

Under supervision, to perform professional engineering assignments; manage assigned projects, review and evaluate drawings and designs; manage and prepare CEQA/NEPA process; issue and renew cost summaries and developer agreements; review and investigate compliance; update District standard drawings and specifications; prepare compliance and permitting documents; assist in development and maintenance of engineering and GIS data and databases, and provide direction to technical staff as assigned.

Distinguishing Characteristics

The class of Assistant Engineer distinguished from an Associate Engineer in that the latter requires designation as a registered Professional Engineer (P.E.) in the State of California. Incumbents in this class perform entry to mid-level engineering design and hydraulic evaluation assignments, provide technical analysis, construction bid document preparation and support of engineering projects and programs. Supervision will be received from the Engineering Services Manager.

Essential Duties and Responsibilities

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here.

- Provide courteous and expeditious customer service to the general public and District staff;
- Perform studies of technical, environmental and economic feasibility, engineering field studies and related duties pertaining to proposed and existing facilities;
- Assists in the coordination of work of contractors and consultants; review, check and inspect the work of contractors and consultants; act as liaison between contractors/consultants and WVWD staff;
- Assists in identifying long-term projects to improve treatment plant operations and assure regulatory compliance;

- Prepare detailed layout and design drawings for construction and maintenance projects, structures and other facilities; instruct other staff in the production of drawings, maps, tables and other documents; review designs for completeness and conformance to established standards;
- Coordinate engineering design projects with other departments and agencies;
- Prepare and/or review cost estimates, records, files, reports and correspondence;
- Manage, update and maintain District standard drawings, specifications and AutoCAD standards.
- Serve as project manager for small to medium facilities expansion or refurbishment projects designed in-house or by consultants;
- Assist with construction management and inspections for construction projects performed by outside contractors and District personnel;
- Prepare and maintain records and maps for water atlas, real property, tie-sheets and GIS database;
- Provide technical support for walk-in customers, phone calls, e-mails and other agencies and departments;
- Represent the District with utilities, cities, engineering firms, contractors, developers, and manufacturers; coordinate projects with other agencies;
- Provide information and training to other personnel on various technical topics;
- Operate District vehicles;
- Routinely adhere to and maintain a positive attitude toward District goals;
- Perform related work as required;

Qualifications

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Principles and practices of civil engineering and other engineering disciplines used in the utility industry;
- Drafting principles, methods, and equipment, including AutoCAD and GIS;
- Sources of engineering information; knowledge of regulatory codes applicable to utility engineering;
- Field survey methods, procedures, and instruments;
- Statistics and graphic presentation of materials;
- General research and report writing methods;
- Engineering economics and cost estimating;
- Hydraulic principles and operation of computerized hydraulic modeling;
- Plan check methods;
- Construction management and inspection methods;
- Principles of supervision, training and performance evaluation.

Ability to:

- Read and utilize field survey notes in the preparation of maps and plans;
- Write clear and concise technical reports;
- Interpret and analyze technical information and make independent judgments;
- Interpret construction and professional service contracts and construction contract documents;
- Make complex engineering calculations;
- Apply civil and engineering principles and practices to the solution of difficult problems;
- Work in a variety of environmental conditions, indoors and out, including wide temperature variations;

- Operate computerized hydraulic modeling software and analyze results;
- Adhere to and comply with safety standards and the proper use of safety equipment;
- Operate a vehicle observing legal and defensive driving practices;
- Understand and carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work;
- Lift up to 50 pounds in normal duties;
- Work under moderate or high stress conditions;
- Maintain a driving record that meets vehicle code standards and is acceptable to the department and its insurance carrier.

Minimum Qualifications

An employee within this classification may be designated as a “key responder” and as such shall be required to respond to non-normal working hour emergency operational conditions.

Education:

Bachelor’s degree in Civil, Mechanical, or Environmental Engineering, physical sciences, or related fields; and

Experience:

One (1) year of closely related engineering work experience or graduation from High School or equivalent; and/or

Two (2) years of closely related engineering work experience which would have provided the required level of knowledge, ability and proficiency required to perform technical engineering duties.

Necessary Special Requirements

Certificates:

Must obtain and maintain valid State Water Resources Control Board Division of Drinking Water Distribution Operator Grade 2 and Water Treatment Operator Grade 2 certificates within 36 months of appointment.

Must obtain a Project Management Professional (PMP) certificate within 18 months of appointment (administered by the Project Management Institute (PMI).

Possession of a valid California Class “C” driver’s license required upon application. NOTE: For out-of-state applicants, a valid driver’s license is required and a valid California Class “C” driver’s license is required within ten (10) days of appointment (CA Vehicle Code 12505c)

Must be able to respond to call-outs or emergencies including being on-call.

Physical Tasks and Environmental Conditions

Work may involve exposure to potential physical harm and/or hazardous chemicals. There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday.

Incumbents require sufficient mobility to work in variety of environmental and weather conditions; to climb stairs and ladders daily; to transport materials and supplies weighing up to 50 pounds; to work in a boom truck with lift of 30 to 60 feet; and to work to heights of 150 feet. Must be able to see in the normal visual range with or without correction. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.