



Marina Coast Water District

11 Reservation Road, Marina, CA 93933
(831) 384-6131 | Fax (831) 883-5995

ASSISTANT ENGINEER

DEFINITION

Under general supervision or direction of an assigned supervisor, performs a variety of engineering activities including the design, preparation and/or review of engineering plans and specifications for a variety of projects, ensuring compliance with standards and District requirements; reviews improvement plans, coordinates facility planning and general plan amendments, ensures conformity with District standards and regulations; performs project management as assigned on District CIP projects; and performs other duties as required.

CLASS CHARACTERISTICS

This is the entry-level, non-registered class 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. Incumbents receive general supervision from the assigned supervisor and functional direction from a higher-level class within the series. Advancement from the Assistant Engineer level to the Associate Engineer level is in accordance with District policies and procedures, including obtaining a California professional engineer's license.

EXAMPLES OF DUTIES (Illustrative Only)

- Calculates plan check, inspection and connection fees and prepares conditions of approval; issues construction permits; collects connection fees and miscellaneous engineering fees; confirms connection fees paid prior to installation of water meters; assists supervisor in administration of reimbursement agreements, including confirmation of reimbursement amounts;
- Serves as project manager for assigned small capital projects and may serve as resident engineer also;
- Coordinates capital improvement projects with contractors, utility companies, other agencies; maintains construction diaries, prepare change orders and payments;
- Coordinates progress meetings and reviews work products; assists in or develops the CIP Project Scope and schedule, procures professional services, negotiates contracts and task orders, reviews progress payments and change orders;
- Assists in the preparation of the CIP Budget, determines components (e.g., staff time, materials, equipment) to be funded and estimates costs;
- Coordinates water system and sewer system construction with operations, municipal public works departments, and other appropriate agencies;
- Interprets drawings and specifications to resolve differences on technical matters, enforces project safety standards, ensures compliance with District infrastructure standards;

- Assists with development of requests for proposals Participates in design activities in preparing plans, specifications and cost estimates; prepares plans for review by a registered engineer as appropriate;
- Designs and uses a variety of modeling and automated engineering programs to analyze project needs; participates in the review and evaluation of plans, specification and proposal submitted by private engineering firms;
- Prepares reports and presents data related to water demand, usage, and conservation;
- Prepares and maintains a variety of maps, calculations, plans and records; makes a variety of engineering calculations; provides engineering support to construction inspectors; responds to inquiries and provide information to contractors, developers, other agencies and the public;
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment and multi-line telephones; may operate other department-specific equipment;
- Builds and maintains positive working relationships with co-workers, other District employees, and the public.

QUALIFICATIONS

Knowledge of:

- Principles, practices, procedures and standards related to District water and wastewater infrastructure development and maintenance;
- Principles and practices of civil engineering;
- Principles and procedures of project management including planning, scheduling, budget, and control;
- Principles and practices of cost estimation and contract administration;
- Methods, materials, and techniques used in the construction of public utilities projects;
- Engineering practices with emphasis on water supply, treatment and distribution; and wastewater collection;
- Engineering mathematics and economics;
- Plan Check review procedures for new developments;
- Construction methods, materials, specifications and codes;
- Basic report preparation and technical letter writing;
- Modern office procedures, methods, and equipment including personal computers

Skill in:

- Interpreting, applying and explaining statutes, codes, regulations and ordinances;
- Preparing clear and concise reports, board staff reports, correspondence, policies, procedures and other written materials.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines;
- Maintaining accurate records and files.

Education:

Equivalent to graduation from a four-year college or university with major course work in civil engineering or a related engineering field.

Experience:

One to two years of increasingly responsible project engineering, engineering project management, preferably in a public agency setting.

License:

Must possess Engineer-in-Training (EIT) certification with State of California or be eligible to sit for the EIT exam at date of hire;

Must possess a valid California class C driver's license and satisfactory driving record.

Physical Demands:

Must possess mobility to work in a standard office setting, to inspect District development and construction sites, to operate a motor vehicle and 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.

FLSA Status: Non-exempt eligible for overtime
Bargaining Unit: MCWD Employees Association