

ASSOCIATE ENGINEER

DEFINITION

Under general direction, performs engineering review and/or management of all or parts of capital and operating projects or development projects of moderate scope; assists in the development of strategic issues within District policies; performs plan checks of proposed developments including project coordination with other agencies, small-scale construction inspection to assure compliance with District standards; and performs a variety of professional tasks relative to the assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Reports to and receives direction from the District Engineer; however, may be assigned on a specific project basis to work with other senior District staff to include Engineering, Operations, and Water Conservation.

CLASS CHARACTERISTICS

This is an experienced class with responsibilities focused on a full range of engineering and project management duties as assigned. Successful performance of the work requires occasional instruction and/or assistance as new or unusual situations arise, as well as skills in coordinating work with those of other District departments and public agencies and dealing with the public.

Examples of Duties (Illustrative Only)

- Performs a variety of professional civil engineering duties in the planning, design development, construction of District facilities; ensures adherence to professional standards, codes and District specifications;
- Performs professional management work as a team member for capital and operating projects and assists in analyzing strategic issues within the boundaries of the District policies;
- Conducts and/or participates in preparation of reports regarding issues such as environmental, hydraulic, geotechnical, seismic, and treatment process aspects of water supply and wastewater facilities;
- Reviews drawings, plans and other work submitted by external consultants, engineers, contractors and developers for conformance with professional codes, standards and District specifications; drafts and prepares administrative correspondence and reports;
- Performs and reviews engineering calculations, and prepares and manages cost estimates and budgets for proposed projects and contract construction and installation work;
- Participates in and may coordinate regulatory, environmental and/or construction permit requirements with District staff, outside agencies, and developers;

- Participates in consultant selection process; assists in administration of consultant and professional service contracts;
- Develops and maintains various databases and computer files and uses engineering software or develops programs to solve specific engineering questions;
- Reviews statutes and regulations; interprets and applies the regulations with respect to District compliance; develops compliance strategies for meeting regulations; and analyzes proposed regulations;
- Prepares and presents reports on project status to the Board of Directors; management staff, other District staff, outside agencies, the public and developers;
- Confers with District staff, contractors, the public and other agencies or organizations as needed regarding assigned work;
- Responds to public inquiries in a courteous manner;
- Prepares a variety of project and administrative reports and correspondence;
- Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Principles, practices, procedures and standards related to District 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:

- Effectively representing the department and the District in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations and individuals;
- Establishing and maintaining effective working relationships with those contacted in the course of the work;
- Interpreting, applying and explaining statutes, codes, regulations and ordinances;
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines;

- Making effective public presentations;
- 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:

3-5 years of increasingly responsible project engineering, engineering project management, preferably in a public agency setting.

License:

Must possess a California ~~Engineer-in-Training certification and be eligible to obtain a California~~ State Registration as a Professional Civil Engineer ~~within 24 months from 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 – ~~Not eligible~~ Eligible for overtime

Bargaining Unit: Teamsters Local 890 ~~Marina~~ ~~Coast~~ ~~Water~~ ~~District~~ ~~Employees Association~~