

## ASSISTANT ENGINEER

### **DEFINITION**

Under direct or general supervision, the Assistant Engineer performs, at varying levels of expertise, engineering assignments in support of the planning, design, construction, implementation, operation, and maintenance of the District's facilities and systems including, but not limited to conducting engineering studies and preparing and reviewing reports, designs, and construction plans and specifications; provides engineering, hydro geologic, and scientific support in the management of the District's water supply; manages small engineering projects and/or manages a specific phase (planning, design, or construction) of a larger engineering project; and performs a variety of tasks relative to assigned area of responsibility.

### **CLASS CHARACTERISTICS**

The Assistant Engineer is entry to journey-level in the professional engineering classification. Under general supervision, incumbents perform a full range of basic to advanced assignments, including planning, design coordination, construction, plan review and inspection of water facilities projects.

### **CLASS INFORMATION, SUPERVISION RECEIVED AND EXERCISED**

Supervised by:	Engineering Manager
Lead direction over:	None
MOU:	Classified

### **ESSENTIAL DUTIES** *(Duties may include, but are not limited to, the following):*

- Assists in identifying necessary improvements to existing water facilities and systems
- Participates in the selection of consultants to identify and plan for improvements and new facilities
- Assist in the design of projects, including management of design consultants
- Coordinates with operations and maintenance staff and permitting agencies
- Coordinates with right-of-way agents and surveyors to prepare easement documents and acquire property required for capital projects
- Coordinates with the District's Environmental Division to ensure that measures identified through the CEQA process are adequately incorporated into plans, specifications, and permits
- Develops minor design sketches, details, plans, and specifications
- Assists in the construction of facility projects, including contract compliance and negotiations with contractors
- Understands and interprets engineering reports, plans, and specifications
- Maintains detailed records related to capital projects
- Coordinates materials testing, and review reports for conformance with specifications
- Simultaneously handles multiple projects with varying degrees of complexity under pressure of deadlines
- Interacts tactfully and effectively with staff, contractors, developers, engineers, regulatory authorities, permitting agencies, the public, other government agencies, professional engineering consultants, other consultants, and representatives of other utilities

### **QUALIFICATIONS**

#### ***Demonstrated knowledge of:***

- Contract administration, inspection and management of public works projects

- Mathematics and physics used in water distribution and treatment system design; which may involve pipes, tanks, pump stations, wells, and water treatment facilities.
- Permitting and environmental aspects of public works projects
- Software programs for word processing, spreadsheets and time management

***Ability to:***

- Read and interpret engineering drawings, construction specifications, engineering studies and reports;
- Write routine reports, internal memoranda, letters and responses to contractor claims
- Communicate effectively, orally and in writing, with employees, consultants, engineers, other agencies, contractors, and the public
- Solve day-to-day problems and to properly respond to stressful situations
- Plan, organize, and schedule workload to maintain efficiency in assigned duties

**PHYSICAL AND SENSORY REQUIREMENTS**

- Sitting, standing, bending, walking on level, uneven and slippery terrain in an outdoor environment, climb ladders and steep slopes, and walking and crawling through pipelines while inspecting construction projects
- Manual dexterity and use of hands and fingers to grasp, handle or feel, repetitive hand movements; reach with hands and arms in the performance of daily duties
- Ability to speak and hear at normal conversational levels in person, while performing field inspections/surveys, in the office and over the telephone
- Exposure to loud noise when performing field inspections/surveys
- Occasionally required to sit; stoop, kneel, crouch, or crawl; and smell
- Must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 40 pounds
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus
- Regularly required to wear employer-provided personal protective equipment. Must be capable of wearing respiratory equipment to include half, full face, and supplied air systems
- Ability to travel to different sites and locations
- Exposure to outdoors: including adverse weather conditions including wet, heat and cold plus exposure to biohazards; and high noise levels

**TRAINING AND EXPERIENCE**

*Any combination of the following education, training, and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed):*

***Education Required:*** Bachelor's Degree in Civil Engineering or a closely related field.

***Experience:*** Two (2) years of progressively responsible professional experience in design and/or construction of infrastructure projects

**CERTIFICATIONS, LICENSES, AND REGISTRATIONS**

- A valid California Class C Driver's License must be maintained at all times
- Project Management Certification is desired
- Possession of a valid EIT certificate is desired
- Work toward obtaining Professional Engineer License is desired