



Novato Sanitary District
500 Davidson Street, Novato, CA 94945
(415) 892-1694 Fax (415) 898-2279
www.novatosan.com

Invites applications for
Senior or Associate Engineer

Novato Sanitary District

Novato, one of the Bay Area's premier communities, is located in Marin County 29 miles north of San Francisco and only minutes from California's wine country. With temperate weather and over 3,600 acres of open space, 27 parks and the 1,558-foot Mount Burdell, Novato offers a wide variety of outdoor recreational activities. As a community center, Novato is well known for its excellent schools, and 6 cultural and historical museums.



As a special District, Novato Sanitary District is an independent local agency serving about 60,000 residents. The District covers approximately 34 square miles providing wastewater collection, treatment, disposal and recycling for Novato and the surrounding area. District facilities include approximately 250 miles of sewers, 40 pump stations, a state-of-the-art award-winning wastewater treatment plant, and an approximately 800-acre reclamation facility. In addition, the District franchises garbage collection and recycling for the Novato area, and administers local solid waste diversion activities. The District has a fiscal year 21-22 Operating budget of \$12.3 million and a Capital Improvements budget of \$16.4 million.

Position Description

The District is seeking a highly enthusiastic, innovative, and goal-driven individual for either the position of Senior or Associate Engineer. Ideal candidates will be technical experts with a broad background in project and construction management as well as strong organizational skills, the ability to manage multiple, competing priorities in a collaborative environment, strong verbal and written communication skills, and the ability to establish and maintain positive, cooperative working relationships.

Senior Engineer

- Serves as a leader of the engineering projects section responsible for directing the processing of engineering studies, development of designs, plans and specifications and assigning engineering projects to professional staff, managing the integration of special projects with schedules of continuous operations, supporting the department's organizational policy and procedural development activities and supervising office operations in conformance with applicable statutes, regulations policies, procedures, and technical standards.

- Establishes and implements engineering project work schedules for planned and approved capital improvement projects and for office engineering activities.
- Prepares and provides reports, information and advice on statutory and regulatory requirements, technical standards and probable operational impacts of contemplated staffing, operational systems and equipment, or other policy changes related to engineering programs.
- Develops and implements operating policies and procedures for use in preparing capital improvement planning documents and studies, design and plans review, specifications, estimates, construction documents, and other materials required for the planning, design, and construction of improvement projects.
- May exercise functional and technical supervision over assigned staff.

Associate Engineer

- Plans and manages, including budgets, associated records, and schedules, approved capital improvement projects for wastewater treatment plant, collection systems, pump stations, water treatment and distribution systems, and related facilities.
- Coordinates assigned capital projects with other departments and outside agencies and manages the selection of consultants for assigned projects including development of requests for proposals, preparation of scope of work and negotiation of agreements.



- Prepares recommendations to management including the Board of Directors on projects, making both oral and written presentations as necessary.
- Reviews, analyzes and tracks billings/progress payment requests and recommends payments.
- Researches and obtains project required legal, regulatory and technical materials, and produces documents needed to arrange change orders and other alterations of approved contracts.

Preferred Qualifications

All candidates are required to have a valid California motor vehicle driver's license and maintain a good driving record consistent with requirements established by the District. Candidates for either position are also required to have a California State Registration as a Professional Engineer.

Senior Engineer

- Bachelor's degree in civil engineering, Mechanical Engineering or a closely related field from an accredited college or university. A Master's degree is highly desirable.
- Seven (7) years of professional experience in civil engineering practice related to water or wastewater capital improvement planning, design and construction, and secondary wastewater treatment plant maintenance; of which at least two (2) years with a facility of comparable size and complexity to that of Novato Sanitary District.

Associate Engineer

- Bachelor's degree in civil engineering, Mechanical Engineering or a closely related field from an accredited college or university.
- Five (5) years of progressively responsible professional civil/sanitary engineering experience related to water or wastewater capital improvement planning, design and construction, at least one year of which involved project management.,

Compensation & Benefits

- Voluntary 457(b) deferred compensation plans.
- For "classic" CalPERS members: 2% @ 60 retirement plan, or for new CalPERS members: 2% at 62.
- No social security deduction,
- District contribution of 1.5% of base salary to medical after retirement account,
- Medical, dental, and vision insurance for employee and dependents, paid by District.
- District paid \$50,000 term life insurance policy and long-term disability insurance,
- Annual vacation starting at 10 days, increasing to 15 days after 5 years, and up to 25 days at 25 years,
- Twelve days of paid sick leave and thirteen paid holidays annually.



Senior Engineer

- Salary: \$11,484 – \$13,958/month depending upon qualifications, (+3% COLA 7/1/22)
- Employer contribution to 401(a) deferred compensation plan, with an employee pre-tax contribution, and
- 80 hours of annual administrative leave.

Associate Engineer

- Salary: \$9,920 – \$12,058/month depending upon qualifications, (+3% COLA 7/1/22)
- Eligible for overtime and comp time accrual

Application Procedure

For an application and a more detailed job description go to www.novatosan.com or contact the Novato Sanitary District at (415) 892-1694 or at jobs@novatosan.com

The initial review date of submitted applications is Monday March 21, 2022. Applications received after this date will be considered at the discretion of the District. This recruitment may close without notice.

Equal Opportunity Employer