

NOVATO SANITARY DISTRICT ASSOCIATE ENGINEER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION

Under general supervision in the District's Technical Services department, performs professional engineering project work in conformance with procedures, policies, approved civil engineering methods and professional techniques, applicable standards, legal, and technical requirements; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

This is an experienced professional civil engineering classification. Incumbents are expected to independently perform the full scope of assigned duties.

SUPERVISION RECEIVED/EXERCISED

Receive general supervision from the Deputy Manager-Engineer, or in the absence of the Deputy Manager-Engineer, from another supervisor as designated by the District Manager-Engineer. Incumbents may exercise functional and technical supervision over assigned staff.

ESSENTIAL FUNCTIONS *(include but are not limited to the following)*

- **Project Management:** Plans and manages approved capital improvement projects of 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. Develops and manages budgets, records costs, and schedules of assigned projects. 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 the governing board on projects and makes oral and written presentations. Analyzes billings and progress payment requests and recommends payment. Researches and obtains project required legal, regulatory and technical materials. Obtains information and produces documents needed to arrange change orders and other alterations of approved contracts Coordinates CEQA compliance for projects.
- **Engineering Studies and Designs:** Prepares and conducts detailed engineering field studies, cost estimates and reports to identify future facility needs and as required to prepare capital improvement projects for implementation. Researches and prepares information and data for engineering projects involving the application of multiple legal, technical, or regulatory requirements. Performs engineering design work including preparing drawings, exhibits, maps and other project materials.

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OTHER ASSIGNED DUTIES

- **General Operations:** May provide work direction to sub-professional engineers and technicians. Provides input to subordinate performance evaluations, disciplinary and commendatory actions. Prepare information for budget requests and special projects. Participate in the general housekeeping and administrative record keeping operations of the department. Assume responsibility for covering a part of the work assignments of other engineering staff during short absences. Facilitates and participates in teams engaged with process and customer service improvements, cross-training, and team performance evaluations. Prepares and presents formal reports and recommendations as appropriate. Participate in District committees and staff functions. Performs other assigned work consistent with the responsibilities of the classification and necessary to effective department and District operations.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, District management and staff and the public.

WORKING CONDITIONS *(Essential duties require incumbents to meet the following working conditions and physical and mental abilities. Also, see section 9.0.)*

- Sit at a desk and in meetings, walk, stand, bend, squat, climb, kneel, and twist while working at and within wastewater facilities; working both indoors and outdoors, at times in inclement weather, with possibility of being exposed to vapors, odors, dust and pollen;
- Visit construction sites and perform activities related to the essential functions as discussed herein;
- Perform simple and power grasping, pushing, pulling, and fine manipulation;
- Intermittently lift or carry weight of 25 pounds or less;
- Work in an office or construction site setting, handling chemicals and biohazards;
- Be physically capable of sustained walking, standing and climbing; ascending and descending ladders and stairs;
- Operate automobiles, computers and office equipment, field communications equipment, and other equipment used in engineering and construction work;
- Operate safety devices and equipment and apply proper safety procedures in hazardous environments;
- Stay mentally alert for safety, driving, emergency response, and multiple activity coordination; and
- Work weekends and holidays as required.

QUALIFICATIONS *(The following are minimal qualifications necessary for entry into the classification.)*

Possess a combination of education and experience which demonstrates that a person has obtained the required knowledge and is able to perform the required work (with reasonable accommodation, if needed). A person with the following combined education and experience would typically qualify to compete in a selection process:

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- **EDUCATION:** A Bachelors Degree in Civil Engineering, or Mechanical Engineering, or a closely related field from a recognized college or university.
- **EXPERIENCE:** 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.
- Eligibility to work in the United States under appropriate federal regulations.
- Completion of a medical examination administered by a licensed medical doctor, selected and paid by the District, to determine physical fitness for the job.
- Possess a valid California motor vehicle driver's license and a good driving record consistent with requirements established by the District. Failure to maintain an acceptable driving record shall be cause for discipline, up to and including dismissal;
- California State Registration as a Professional Engineer.

Knowledge/Skills/Abilities *(The following are a representative sample of the KSA's necessary to perform essential duties of the position.)*

Knowledge of the following is required to perform the essential function:

- Professional civil engineering principles, standards, practices and technical support functions.
- Federal and state regulations applicable to civil engineering.
- Design, construction and basic operation of wastewater treatment plants, collection systems, pump stations, water wells, and well water distribution systems.
- Materials, procedures and equipment used in the construction, operation and maintenance of water and wastewater systems.
- Civil engineering contract administration practices including development of designs, specifications, letting and evaluating bids, negotiating contracts, inspection standards, progress monitoring and conflict resolution mechanisms.
- Legal, regulatory and permit requirements applicable to public works projects.
- Principles and practices of supervision.

Ability to do the following is required to perform the essential function:

- Interpret and apply the general intent and specific provisions of multiple laws and regulations to particular conditions.
- Conduct engineering studies and complete capital improvement projects.
- Evaluate, plan and establish a sequence of action for projects to progress toward specific objectives.
- Provide verbal and written direction and advice to a wide variety of people and officials.
- Persuasively communicate ideas and assert a point of view in complex or controversial situations.
- Establish and maintain open and honest communications with co-workers at all levels of the organization.
- Exhibit and instill in subordinates a high customer service priority.
- Read, write and speak effectively.

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- Perform mathematical, statistical, geometric and algebraic calculations common to civil engineering work.
- Perform professional engineering studies and design work.
- Operate automobiles and electric carts, office computers, and field communications equipment.
- Operate safety devices and equipment and apply proper safety procedures in hazardous environments.
- Ascend and descend ladders and stairs.
- Tolerate physical presence at heights of up to 125 feet on outdoor catwalks and exterior walkways of large structures.
- Withstand periods of physical exposure to the presence of fumes, odors, dust and pollen without incapacitating adverse effect.
- Safely enter and leave confined spaces.

EMPLOYMENT CONDITIONS

- Position specifications Approved by: Board of Directors
- Fair Labor Standards Act Overtime: Salaried Non-Exempt
- Appointment and Removal Authority: General Manager – Chief Engineer
