

Sacramento Suburban Water District Classification Specification

Job Title: Assistant Engineer

FLSA Status: Non Exempt

Effective Date: November 2022

Definition

Learns to perform professional engineering work in the planning, design, and construction of District structures and facilities, including improvements for groundwater wells and water production, storage, and distribution facilities; provides project coordination and direction to technical engineering staff, and is assigned varying responsibility for the engineering of water system operations, pipeline distribution systems, groundwater wells, pump stations, and treatment facilities.

Distinguishing Characteristics

This is the entry level in the professional engineering series. Employees at this level are not expected to perform with the same level of independence of direction and judgment on matters allocated to the Associate Engineer. Since this class is typically used as a training class, employees have only limited or no directly related professional engineering work experience. Employees work under direct supervision from higher level engineering staff while learning job tasks.

Supervision Responsibilities

Responsibilities may include training, assigning, and monitoring work of technical or temporary staff.

Examples of Essential Duties

The following duties are typical for this classification. Depending upon the assignment, the employee may not perform all of the listed duties and may be required to perform additional or different duties from those below to address business needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

- Assists with planning, design, preparation of plans and specifications, permitting for the construction, maintenance, destruction, demolition, and site restoration of water system infrastructure, facilities, and properties.
- Assists in the planning for and collection of data from the field, laboratory, and GIS; and assists with its collation, organization, interpretation, and analysis.
- Prepares estimates of materials, quantities, and probable construction costs.
- Assists with inspection and monitoring of construction activities of water system infrastructure and facilities; attends construction meetings.
- Assists with contract administration for both consultants and contractors including preparing contracts, change orders, and monthly reports; provides assessment of and recommendations for changes to scope of work, schedule, and cost.
- Assists in preparation and maintenance of a variety of documents and correspondence including letters, memoranda, reports, Asset Management Plans, Master Plans, Standards,

- Regulations, environmental assessments, and grant applications and reporting.
- Assists staff, external entities, and public with questions regarding District standards, infrastructure, and facilities.
 - Maintains regular attendance and adheres to prescribed work schedule to conduct job responsibilities.
 - Builds and maintains positive working relationships with coworkers, other District employees, and the public using principles of good customer service.

Minimum Qualifications

Knowledge Of:

- Principles and practices of civil engineering with particular emphasis on water wells and production facilities, water distribution, water treatment, groundwater systems, and other hydraulic projects and facilities.
- Fundamentals of Computer-Aided Drafting (CAD) software.
- Principles of engineering economics.
- Modern office methods, procedures, and equipment including common office computer software and database programs, including the Microsoft Suite of Programs (Word, Excel, Outlook, Access, and PowerPoint).
- Techniques and principles of effective interpersonal communication.
- Principles and practices of good customer service.
- Principles and practices of work safety.

Ability To:

- Learn, understand, explain, and apply ordinances, regulations, codes, resolution and procedures, and laws and policies governing assigned area.
- Read, understand, analyze, and use technical drawings, engineering plans and specifications, and reports; produce, interpret, and apply field notes.
- Learn terminology, methods, practices, and techniques of design, construction, installation, safety, upgrade, and maintenance used in general civil engineering and water production and distribution operations.
- Learn to perform engineering calculations with speed and accuracy; perform other engineering duties; and, write technical reports as assigned.
- Learn design, construction, installation, upgrade, and maintenance of District facilities.
- Learn to use specialized software relevant to assigned duties.
- Operate a computer for word processing, database, and department specific software.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Communicate effectively both verbally and in writing.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, vendors, consultants/contractors, and the public.
- Pass pre-employment physical and background check.

Experience and Education:

Experience:

No professional experience is required.

Education:

Bachelor's Degree from an ABET accredited college or university in Civil Engineering or related field.

License and/or Certificates:

- Valid California Driver's License issued by the California Department of Motor Vehicles and proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Working Conditions and Physical Demands

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Travels occasionally by airplane and frequently by automobile in conducting District business.
- Communicates frequently with District management staff, co-workers, and the public in one-on-one and group settings.
- Regularly uses a telephone and email for communication.
- Regularly uses computer, keyboard, and mouse.
- Regularly uses typical office equipment such as printer/copiers.
- Frequently walks in uneven terrain, in an outdoor environment, making visits to District facilities and construction projects.
- Sits for extended time periods.
- Hearing and vision required to be within normal ranges with or without correction.
- Wear approved protective footwear as conditions require.
- May be required to change working hours and/or work overtime.

The specific statements shown in each section of this class specification are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

APPROVED:

Dated: November 3, 2022

By: 

Dan York
General Manager

Employee Statement:

I certify I have read, understand, and acknowledge receiving a copy of this class specification.

Employee Signature

Date