

Sacramento Suburban Water District Classification Specification

Job Title: Associate Engineer

FLSA Status: Exempt

Effective Date: November 2022

Definition

Performs 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; may serve as resident engineer on construction projects, and is assigned varying degrees of responsibility for the engineering requirements of water system operations, pipeline distribution systems, groundwater wells, pump stations, and treatment facilities.

Distinguishing Characteristics

This is the registered journey level classification, fully competent to independently perform the full range of professional engineering duties. This class requires possession of registration as a Professional Civil Engineer with the State of California with the ability to independently review, approve, and stamp plans and will be assigned the full range of professional engineering duties. Employees at this level receive only occasional instruction, assistance, or direction from higher level engineering staff as new or unusual situations arise and are fully aware of the District's operating procedures and policies.

Supervision Responsibilities

Responsibilities may include direct or indirect supervision of technical staff and interns.

Examples of Essential Duties

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

- Prepares various project and program analyses, estimates, calculations, assessments, and investigations; prepares reports and technical documents presenting results, findings, conclusions, and recommendations in a clear, complete, and concise manner.
- Participates in planning and preparing designs, plans, and specifications, and contracts for various projects.
- Prepares and administers the full range of contracts for consultants and contractors.
- Manages a variety of projects simultaneously, from conception through construction, which involves developing project schedules, monitoring project progress and budget, obtaining permits, ensuring regulatory compliance, resolving issues, preparing and maintaining project files, monitoring quality of work, and ensuring deadlines are met.
- Performs construction inspection and monitoring for various types of projects.

- Prepares and maintains a variety of documents and correspondence, including Asset Management Plans, reports, Master Plans, environmental assessments, and grant applications and reporting.
- Coordinates with and assists outside entities with projects relevant to District operations and acts as interface between District and its customers on engineering projects.
- Represents the District in coordination with other utilities, regulatory, planning agencies, governmental bodies, trade and professional associations, technical groups and developers.
- Trains and mentors junior staff.
- 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.
- Performs related duties as assigned.

Minimum Qualifications

Knowledge Of:

- Principles and practices of civil engineering with particular emphasis on the design and construction of water wells and production facilities, water development and distribution, water treatment, groundwater systems, and other hydraulic projects and facilities, including use of computer-aided drafting (CAD) software.
- Federal, state, and local laws and regulations governing groundwater management and protection.
- Basic hydrogeological methods and techniques.
- Principles of engineering economics and their practical application to water development, water distribution, and water treatment projects.
- Laws, rules, ordinances and legislative processes including CEQA requirements governing water rights, water development and production, water quality, and water treatment.
- Public finance, budget development and fiscal controls, and capital improvement fiscal planning.
- Contract development and administration, including project and program scheduling.
- Principles and practices and water supply development, chemical and biological aspects of water pollution, and local water issues, including their relationships to State and regional plans.
- 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).
- Principles of employee training and supervision.
- Techniques and principles of effective interpersonal communication.
- Principles and practices of good customer service.
- Principles and practices of work safety.

Ability To:

- Develop, prepare, and manage multiple simultaneous contracts for consultants and contractors to effectively complete projects and control risk.

- Inspect, plan, organize, manage, and administer construction projects in the District and perform comprehensive administrative reviews of construction work activities.
- Plan, coordinate, and complete District engineering projects, particularly as they affect wells and water production facilities, water distribution and system development, hydrogeology, water quality, and water treatment.
- Develop long-range capital improvement plans.
- Prepare and monitor project budgets ensuring proper completion and inspection of construction projects.
- Prepare and develop plans and specifications, reports, contract documents, and District engineering standards.
- Prepare and review a variety of engineering studies and reports and perform hydraulic modeling.
- Communicate effectively both verbally and in writing.
- Effectively represent the District's engineering functions with the public, other governmental and outside agencies, contractors, developers, and professional engineering consultants.
- Maintain detailed records.
- Operate a computer for word processing, database, and department specific software.
- Be an integral team player, which involves flexibility, cooperation, and communication and a solutions-oriented outlook.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, vendors, consultants/contractors, and the public.
- Pass pre-employment physical and background check.
- Provide supervision, training, and work evaluations for assigned staff.

Experience and Education:

Experience:

Two (2) years of professional civil engineering experience in water system planning, or design, or construction at a level equivalent to an Assistant Engineer at Sacramento Suburban Water District.

AND

Education:

Equivalent to a 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 absence of 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.
- Possession and maintenance of a Certificate of Registration as a Civil Engineer issued by the State of California.

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 automobile in conducting District business.
- Communicates frequently with District management staff, co-workers, and the public in one-to-one and group settings.
- Regularly uses a telephone and email for communication.
- Regularly uses computer, keyboard, and mouse.
- Regularly uses office equipment, such as printer/copiers..
- Frequently walks in uneven terrain, in an outdoor environment, making inspections of District facilities and construction projects.
- Sits for extended time periods.
- Hearing and vision required to be within normal ranges with or without correction.
- Must wear District-approved protective footwear for certain field activities.

The specific statements shown in each section of this classification 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