



ASSISTANT ENGINEER

CLASSIFICATION SPECIFICATION

FLSA STATUS: Exempt

BARGAINING UNIT: Management

JOB SUMMARY

Under general direction of the District Engineer, performs technical engineering work in the planning, design, and construction of District structures and facilities; provides project coordination; serves as District inspector on construction projects; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Assistant Engineer is an advanced classification that is responsible for supporting District engineering projects. The Assistant Engineer is distinguished from the higher-level District Engineer in that the District Engineer requires a PE license while the Assistant Engineer does not.

SUPERVISION RECEIVED AND EXERCISED

The Assistant Engineer is supervised by the District Engineer.

The Assistant Engineer does not directly supervise any other positions.

WORK SCHEDULE

During each two-week period, works a flexible schedule to obtain 80 hours depending on operational requirements and consent of District Manager. May occasionally be required to change working hours and/or work overtime

EXAMPLES OF DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)

Duties may include, but are not limited to, the following:

- Develops designs, and plans specifications and cost estimates for the construction and development of District pipeline structures and other facilities.
- Prepares engineering studies and reports on water service issues.
- Performs manual drafting of District maps and pipeline drawings; has knowledge of and ability to develop CAD and GIS.
- Assists staff with the analysis and refinement of field data.
- Prepares estimates of materials and quantities in the development of plans, profiles, maps, and drawings for construction projects.
- Performs hydraulic modeling of District distribution system; analyzes the impact of proposed changes; updates and calibrates the hydraulic model.
- Prepares material lists necessary for construction.
- Assists contractors and the general public with questions regarding water pressure and water quality.

- Represents the District in coordination with other utilities, regulatory agencies, governmental bodies, planning agencies, trade and professional associations, technical groups, and developers.
- Performs basic horizontal and vertical surveys for District projects.
- Prepares correspondence related to engineering functions.
- Collects basic survey control data on dams; assembles data on dams for submittal to Division of Safety of Dams (DSOD).
- Communicates orally with District management, co-workers, and the public in face-to-face, one-to-one, and group settings.
- Performs related duties as assigned.

Knowledge of:

- Broad overall District operations including the water delivery and distribution system.
- Concepts, principles, theories, and methods required to plan, design, construct, operate, and maintain facilities such as water development and distribution systems, pumping plants, and other hydraulic projects and facilities.
- Principles of engineering economics and their practical application to water development and water distribution.
- Applicable state and federal administrative laws, including procedures, regulations, guidelines, and precedents related to water rights and water development.
- Principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work, and contractor performance.

Ability to:

- Plan, design, carry out, and coordinate District engineering projects, particularly as they affect water distribution system development, water conservation, and water treatment.
- Work with clients, customers, external stakeholders, and the public to assess their needs, provide information or assistance, establish and maintain relationships, resolve their problems, or satisfy their expectations; understand and apply District practices, policies, and services; provide quality services.
- Express information to individuals or groups effectively, considering the audience and nature of the information; make clear oral presentations and receive feedback.
- Prepare written communications, reports, and presentations in a clear, concise, and organized manner for the intended audience.
- Use applicable computers, software applications, databases, telephones, other office equipment and automated systems to accomplish work. Maintain regular and predictable attendance.

DESIRED QUALIFICATIONS

Education and Experience:

Any combination of education, experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Graduation from an accredited college or university with a degree in Civil Engineering or a related field.
- OR Three (3) years of increasingly responsible technical engineering experience in design and construction of pipelines, related appurtenances, including pumping and distribution systems, and possession of an EIT certification.

Required License, Certificate or Training:

- Possession of a valid California class C driver's license issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least a two (2) year duration. The driving record will not contribute to an increase in the District's automobile rates.
- Possession of, or ability to obtain, an Engineer in Training (EIT) Certificate.

WORK ENVIRONMENT

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Upon request, reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the job.

- Inside an office environment at a desk for extended periods of time.
- Exposure to the sun: Possible 50% or more work time spent outside a building and exposed to the sun.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
- High temperature: Some work time in temperatures above 80degrees.
- Low temperature: Some work time in temperatures below 32 degrees
- Wetness: Some of the work time getting part or all the body and/or clothing wet.
- Noise: Occasional unusually loud sounds.
- Slippery Surfaces: Occasional work on unusually slippery surfaces.
- Dust: Works in or around areas with minor amounts of dust.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Upon request, reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- Regularly required to use hands and fingers to handle or feel.
- Frequently required to operate a motor vehicle in performance of job duties.
- Frequently required to talk, hear, and to sit and reach with hands and arms.
- Sometimes required to stand, walk, climb, traverse uneven surfaces, balance, stoop, kneel, crouch or crawl.
- Occasionally lifts and moves objects up to 25 pounds.
- Hearing within normal range.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

HISTORY:

- Revision date: February 2023, September 2023
- Approval/Adoption date: December 18, 2024