



September 2018
FLSA: Non-Exempt

ASSOCIATE ENGINEER (3 STEPS)

DEFINITION

The Associate Engineer position performs professional engineering work related to the project management and inspection of sanitary and storm drainage projects and other tasks as assigned.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the Engineering Supervisor or Director of Engineering. This position may direct the work of support staff and instruct on work procedures.

CLASS CHARACTERISTICS

This is a professional engineering class requiring registration as a Professional Engineer. Work in this class involves understanding and applying engineering principles and practices to projects and District operation and maintenance needs. Employees in this class are results oriented and perform complex engineering and project management with minimal supervision. Incumbents are effective communicators with internal and external customers and work well in a team environment.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides a high level of customer service to internal and external clients, the public, vendors and contractors.
- Assists in or manages the preparation of technical standards, reports, investigations, and studies.
- Prepares and reviews civil engineering plans and specifications, including the more complex plans and specifications.
- Performs complex engineering analysis related to sanitary sewer and storm drainage facilities.
- Serves as Project Manager and Resident Engineer for District projects.
- Reviews and supervises work of other employees as directed.
- Reviews, approves, and issues permits for development projects.
- Reviews and approves planning, design, and construction work from developers involved in development agreements.
- Coordinates with other District departments in the delivery of projects and other District functions.
- Coordinates and works with consultants working for the District.
- Coordinates with other agencies and represents the District on various projects.
- Manage or support work required for the Upper Lateral Program.
- Prepares reports, letters and other written material related to the work.
- Prepares project cost and budget estimates.
- Participates in District long- and short-range capital improvement, preventative maintenance, and asset management activities.
- Directs the work of support staff on a project or day-to-day basis; instructs staff in work procedures.
- Maintains accurate records and files.

- Monitors changes in laws, regulations, and technology that may affect District operations; recommends policy and procedural changes as required.
- Utilizes a computer and applicable programs in performance of duties, including preparing memos, plan review, utilizing the GIS system, researching, etc.
- Operates a District vehicle to travel to and from sites.
- Attends meetings with District Staff, developers, contractors, consultants and other related agencies, as needed.
- Visits construction sites for design purposes, to coordinate work with other entities and the public, and to inspect ongoing construction.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, procedures and standards related to the design, operation, maintenance, and regulatory requirements associated with sanitary sewer and storm drain collection systems, pump stations, and wastewater treatment plants.
- Practices related to surveying, including reviewing maps and legal descriptions.
- Principles and practices of developing and administering contracts for professional services and construction in a public agency setting.
- Methods and techniques of preparing project specifications and drawings.
- Techniques and ability to effectively represent the District in contacts with governmental agencies, community groups, various businesses, professional, educational and regulatory organizations and with property owners, developers, contractors and the public.
- Methods and techniques of researching engineering and design issues, evaluating alternatives, and making recommendations.
- Correct business English, including spelling, grammar, and punctuation.
- Computers and applicable programs to wastewater and storm drain fields of engineering.

Ability to:

- Understand terminology and concepts related to civil engineering.
- Conduct complex civil engineering research projects, evaluate alternatives, make sound recommendations, and prepare effective technical reports.
- Interpret, apply, and explain complex laws, codes, regulations and ordinances.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Make effective public presentations.
- Perform complex engineering calculations.
- Work with minimum supervision.
- Receive and follow general direction and policy.
- Direct plan preparation.
- Communicate clearly with others
- Prioritize, and reprioritize a variety of concurrent work tasks.
- Upgrade skills as necessary to apply new tools, methods and procedures as they become applicable to and are incorporated into District operations.

Education and Experience:

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

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

Three years of progressively responsible professional engineering design, plan review, and project management experience comparable to that of an Assistant Engineer with a governmental agency such as the District, or with a private entity in the design and construction of public works water resources related studies and/or capital improvement projects is required.

Licenses and Certifications:

Registration as a Civil Engineer in the State of California.

Must possess a valid California Class C Driver's License at the time of employment. The ability to drive District vehicles is a specific requirement for this position. For that reason it is the employee's responsibility to maintain a driving record that is acceptable to the District's insurance carrier or be subject to dismissal.

[Minimum Eligibility Standards for District Vehicle Insurance Coverage](#)

PHYSICAL DEMANDS

[LINK to Associate Engineer Physical Demands](#)

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; mobility to visit and inspect various construction sites; stand for long periods of time and walk on uneven surfaces; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. When working in a field environment, employees are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

ADDITIONAL INFORMATION

Disaster Service Worker:

Employees of Vallejo Flood and Wastewater District are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the local area, or your own community.