VALLECITOS WATER DISTRICT

CAPITAL FACILITIES ASSISTANT ENGINEER

DEFINITION

Under general supervision, performs professional engineering work; provides technical engineering support work related to all District capital facilities, including communication and record-keeping; provides contract administration, project management and project coordination; performs related duties as required.

CLASS CHARACTERISTICS

This class performs professional engineering duties, and technical engineering support, including proper file management of capital facility records, coordinating small capital facility projects, and contract administration. This class is distinguished from the Capital Facilities Engineer, which is responsible for overseeing large capital facility projects, including contract administration.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

- Coordinates construction activities with District construction, inspection, operations and maintenance personnel;
- Communicates regularly with contractors, consultants, developers, public agencies, homeowners’ associations, and other concerned parties, via telephone, mail, and e-mail; drafts, prepares, and reviews District memoranda and correspondence;
- Performs project administration duties, including budget tracking; reviewing scopes of work, improvement plans, specifications, and submittals; tracking projects; preparing and reviewing project reports and cost estimates; and coordinating construction inspection services; reviews and provides feedback on project deliverables;
- Assists with the review and production of designs, plans, and specifications for the construction and development of District projects;
- Reviews and processes requests for payment and change orders; assists engineering staff, customers, developers, and contractors with items needed to start and complete projects;
- Reads and interprets hydraulic analysis of proposed capital improvements utilizing computer systems and manual calculations; performs sewer and water modeling analysis of proposed capital improvements;
- Calculates angles, areas, stationing, traverses, and related mathematical functions for engineering construction drawings and field surveys;
- Reads and interprets regulations, contracts, plans and specifications, maps, and a variety of other engineering and contract related information; uses computers, calculators, and equipment, reproduction equipment, and a variety of other engineering and office equipment in performing job duties;
- Represents District in coordination with other utilities, regulatory agencies, governmental bodies, planning agencies, technical groups, contractors, and the public; provides
support to the Capital Facilities Senior Engineer in preparing presentations to the Board of Directors;

- May occasionally visit project sites, including accompanying construction inspectors, and observing field staff and projects; may occasionally assist as a member of survey crew;
- Operates copiers and a variety of office equipment;
- Performs duties in a professional manner and works well with others or in a team setting;
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public;
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities;
- Observes safe work practices and safety methods; performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge, Skills, and Abilities

Knowledge of:

- Principles, practices, methods, and materials of civil engineering support work including mapping, drafting, design and specifications, cost estimating, and scheduling related to District systems;
- Engineering mathematics; hydraulics; and water treatment;
- Principles and practices of contract administration, data collection & analysis methods;
- Standard office practices and procedures;
- Operation of standard office and engineering equipment including computers and reproduction equipment;
- Software used for word processing and spreadsheets; AutoCAD computer software.

Ability to:

- Communicate clearly and concisely, both orally and in writing;
- Read plans accurately and reach sound engineering conclusions;
- Plan, organize, and coordinate District projects through design, bid, and construction phase; manage small–mid-sized projects and perform contract administration;
- Understand, read, and interpret GIS data;
- Understand and follow verbal and written directions; explain and apply policies and procedures; work independently;
- Coordinate multiple projects and meet critical deadlines; keep accurate records;
- Analyze information, evaluate alternatives, and make sound recommendations;
- Establish and maintain effective working relationships with other employees and those contacted in the course of the work.

Education & Experience

Any combination of education or experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Possession of a Bachelor’s degree in engineering is required; a degree in civil or environmental engineering is preferred. Experience in technical engineering support work that included reading and interpreting designs, plans, and specifications is highly desired.
Licenses, Certificates, and Special Requirements

- Possession of a California Engineer-in-Training certification preferred but not required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees may be required to wear and/or use personal protective and other safety equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk and hear; use hands and fingers to grasp and feel objects, tools, or controls; and reach with hands and arms. Employees are occasionally required to stand, walk, stoop, kneel, crouch, or reach and may occasionally be required to lift up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Environment: Office environment. Frequently works in or around areas with minor amounts of dust. Some work done on ladders. Infrequent work done in field setting. Noise level is usually quiet.

I have reviewed this Job Description with my Supervisor and agree with its contents.

______________________________       ________________
Employee Signature            Date

______________________________       ________________
Supervisor Signature           Date

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