

CAPITAL FACILITIES ASSISTANT ENGINEER

Open Until Filled

Initial Screening October 21, 2019

Apply online at www.vwd.org

Annual salary \$73,980 - \$99,144

Hiring range \$73,980 - \$81,563 DOE

Join our team of water and wastewater specialists committed to providing exceptional & sustainable services!

THE POSITION – CAPITAL FACILITIES ASSISTANT ENGINEER

- Assists with the preparation of designs, plans, and specifications for the construction and development of District structures and facilities;
- Performs project administration duties such as budget tracking, reviewing contracts and improvement plans, specifications and submittals, tracking projects, and coordinating construction inspection services; reviews and processes requests for payment and change orders; assists engineering staff, customers, developers, and contractors with items needed to start and complete projects;
- Prepares project reports, cost estimates and correspondence between the District and contractors, developers, public agencies, and other concerned parties;
- Calculates angles, areas, stationing, traverses, and related mathematical functions for engineering construction drawings and field surveys; may assist as a member of survey crew; prepares information, material, and maps for condemnation actions;
- Performs hydraulic analysis, and sewer and water modeling analysis, of proposed developments and capital improvements utilizing computer systems and manual calculations;
- Coordinates construction activities with District operations and maintenance personnel;
- 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 making presentations regarding engineering issues to the Board of Directors.

REQUIREMENTS

A typical way to obtain the required knowledge and abilities include:

Graduation from high school or equivalent, plus five years of paraprofessional experience in technical engineering support work that included reading and interpreting designs, plans, and specifications. A Bachelor's degree in civil engineering is preferred. Possession of a California Engineer-in-Training certification preferred.



THE DISTRICT

Vallecitos Water District is an award-winning Special District located in north San Diego County, providing water, wastewater and reclamation services to San Marcos; the community of Lake San Marcos; parts of Carlsbad, Escondido, and Vista, and other unincorporated areas.

THE IDEAL CANDIDATE

The successful candidate is highly motivated and demonstrates initiative daily, with a collaborative mindset. As a District representative, the Capital Facilities Assistant Engineer should have strong oral and written communication skills. In addition, this person is comfortable working on multiple projects at once, exhibiting excellent organization skills and the flexibility to switch between tasks. Ideal traits include strong business ethics and integrity in the course of their duties.

The ideal Assistant Engineer has broad knowledge and experience with civil engineering support work. This person is familiar with mapping, drafting, design, and estimation related to water and wastewater systems. The preferred candidate will also have experience organizing and coordinating engineering and construction projects, including contract administration. Familiarity with multiple standard engineering office software applications is ideal.

SALARY, BENEFITS, AND QUALITY OF LIFE

- ✓ Annual Salary Increases and Cost of Living Allowances
- ✓ Social Security and CalPERS retirement with 3% at 60 formula for Classic members
- ✓ Choice of 4 medical plans with District contribution (100% Family Coverage Kaiser HMO)
- ✓ District-paid Dental, Vision, Life Insurance, and Long-Term Disability Insurance
- ✓ Two Deferred Compensation plans with \$2,000 match
- ✓ Tuition Reimbursement, Computer Loan, and Employee Recognition programs
- ✓ Employee Assistance and Wellness Programs with on-site fitness facilities
- ✓ 9/80 work schedule with alternate Fridays off

The above terms are not a contract, subject to eligibility requirements and reflect the current Memorandum of Understanding with the Vallecitos Water District Employees' Association.