JOB DESCRIPTION

Assistant Civil Engineer
Ranges 14 ($5,219 - $7,169)

Associate Civil Engineer
Ranges 16 ($5,754 - $7,904)

(effective 7/1/2016)

hr@valley-sanitary.org

GENERAL PURPOSE
Under general supervision receives, reviews and processes requests for sewer and other services; calculates installation fees and connection charges; performs research and responds to difficult customer questions and problems; performs a range of quality-control and safety inspections of sewer construction projects; interprets plans and specifications to ensure contract compliance; and performs related duties as assigned. This position will interact with public works & water utility projects.

DISTINGUISHING CHARACTERISTICS

Valley Sanitary District has an exciting opportunity for a highly-skilled, and motivated engineer with experience in, and a passion for, wastewater treatment and conveyance, water reclamation, resource recovery, waste-to-energy, facilities engineering, and engineering administration & project management opportunities. The District is engaged in several resource recovery and advanced wastewater treatment efforts, including partnerships to develop and implement new technologies related to alternative nutrient removal, waste-to-energy production and energy efficiencies. In addition, the District seeks to evaluate different methods and processes to optimize its existing treatment, collections, and building facilities.

The Assistant / Associate Engineer will help research, evaluate, conduct pilot studies, and make recommendations on advanced wastewater treatment technologies, waste-to-energy opportunities and process optimization projects. In addition, the Assistant / Associate Engineer will participate in the design and construction of many of these resource recovery and advanced treatment projects, as well as other important capital improvement projects related to the rehabilitation and expansion of District facilities. Furthermore, the Associate Engineer will help provide development support services.

The ideal candidate will have a background that includes project management experience involving expansion, rehabilitation and refurbishment of treatment and/or conveyance facilities within a wastewater or water utility, along with construction management experience. The ideal candidate will also have experience collaborating with operations, maintenance, engineering, laboratory, and management staff to troubleshoot and resolve complex issues. The selected candidate will reflect and model a value system of trust, loyalty, respect and a sense of team to the entire organization.

DESIRED MINIMUM QUALIFICATIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.
Knowledge and Skills:
The essential functions of the Assistant / Associate Civil Engineer may vary depending upon assignment, and may include: Reviewing and / or preparing plans, specifications, cost estimates, policies, procedures, reports, correspondence, plats petitions, diagrams, profiles and cross-sections, and project submittals for public improvement projects; Utilizing advanced engineering mathematics to make accurate and complete computations and studies to determine appropriate capacities, stresses, construction material requirements, grades, drainage, and traffic requirements; Acting on behalf of the District in assisting with the issuance of encroachment permits and meeting with and resolving engineering problems with project contractors, private engineers, property owners, the public, developers, and other public agencies; Reviewing and analyzing laboratory reports for compliance with recommendations; Researching, preparing, and presenting detailed reports on engineering and land surveying related subjects; making field visits to verify conditions and gather data; conferring with other District officials to verify research information and decisions; and applying engineering principles and procedures to analyze data and develop recommendations; Reviewing and recommending modifications or approval of proposed public facilities within subdivision developments; conducting detailed research, preparing extensive written reports, and participating in meetings to explain findings and recommendations, and to explain and implement the District’s position on Engineering and related matters; may provide staff support to citizen advisory committees; Preparing and checking legal descriptions; Preparing or assisting with the preparation of Requests for Proposals; Reviewing and approving invoices for payment; Inputting database information; Analyzing and resolving problems to ensure compliance with regulatory performance standards and specifications; Verifying quantities, dimensions, safety requirements, and quality of work for engineering projects; Overseeing, performing and directing inspection activities; Preparing a wide variety of bid documents, and reviewing and analyzing bids. Understanding of District sewer regulations; District policies, procedures and practices applicable to installation of sewer service connections; the annexation process and assessment districts to determine project requirements and fees; basic engineering and construction terminology; customer service practices and etiquette; standard office practices and procedures including recordkeeping and filing; sound business communication practices; correct English usage, including spelling, grammar and punctuation; Laws, statutes, codes and ordinances governing sewer facility construction projects; Cal OSHA Title 8, state, city, county, and District policies related to safety; common construction methods; proper usage of construction materials and equipment; safety requirements and procedures pertaining to work practices; engineering mathematics; asphalt paving and concrete construction principles, methods and techniques; compaction principles, methods and techniques; computer fundamentals and database applications.

Ability to:
Operate a computer using standard business software; operate other standard office equipment; organize work, set priorities and exercise sound independent judgment within established guidelines; interpret, explain and reach sound conclusions in applying complex District sewer regulations, policies and procedures regarding sewer service installation and rates; read and interpret engineering drawings, quad sheets and maps; perform mathematical calculations quickly and accurately; follow and apply written and oral work instructions; communicate clearly and effectively, orally and in writing; prepare clear, accurate and concise computer entries and basic correspondence; use tact, discretion, patience and understanding in dealing with customers and the public; maintain sensitive and confidential information; establish and maintain highly effective working relationships with District staff, developers, contractors, property owners and others encountered in the course of work. Analyze and interpret sewer facility construction plans and specifications; operate common construction and surveying tools, pipeline and underground utility locators, compaction and concrete testing equipment; make quantity calculations and prepare estimates; inspect pipeline construction; enforce and interpret Cal OSHA and District regulations with firmness, tact and impartiality; develop accurate and neat sketches during on-site field inspections; perform field tests following precise procedures and interpret observations and test results to determine acceptability; coordinate necessary work with other entities; enforce specifications and safety regulations; work independently in the field.
**Education:**
Graduation from high school or G.E.D. equivalent; and graduation from an ABET recognized Bachelor of Science Civil Engineering Degree required. A Masters Degree in Civil Engineering is highly desirable.

**Experience:**
The Assistant Civil Engineer position requires 0 – 2 years of progressively responsible professional level civil or sanitary engineering experience, a portion of which may include graduate level research and development work in the field of wastewater process or resource recovery planning, design and/or construction.

The Associate Civil Engineer position requires a minimum of five (5) years of progressively responsible professional level civil or sanitary engineering experience, a portion of which may include graduate level research and development work in the field of wastewater process or resource recovery planning, design and/or construction.

**Licenses; Certificates; Special Requirements:**
- A valid California driver's license and the ability to maintain insurability under the District’s Vehicle Insurance Policy.
- Possession of an Engineer in Training Certificate (EIT) issued by the California Department of Consumer Affairs or reciprocal agency is required, at time of hire.
- Possession of a Professional Engineer (PE) (Civil) Certificate issued by the California Department of Consumer Affairs is desired, but not required, at time of hire.
- Successfully pass a physical examination that includes a drug and alcohol screening.
- Successfully complete course in CPR/First Aid and obtain recertification as required within the first year of employment.

**PHYSICAL AND MENTAL DEMANDS**
The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**
While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls; perform repetitive movements with hands, wrists or feet; and reach with hands and arms. The employee frequently is required to walk and stand; talk or hear; sit; climb or balance; stoop, kneel, crouch or crawl; and drive a vehicle. The employee must frequently lift and/or move up to 25 pounds and occasionally up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Specific hearing requirements include the ability to hear phone conversations, in-person conversations under normal office conditions, signal warnings while working around moving equipment; and the ability to differentiate operating equipment sounds.

**Mental Demands**
While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; perform highly detailed work; work under deadlines with constant interruptions; perform multiple, concurrent tasks; interact with District staff, developers, contractors, property owners, customers and organizations; and interact with challenging situations.
WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this class, the employee is regularly exposed to hot and wet conditions, fumes, airborne particles and toxic or caustic chemicals, outdoor weather conditions including extreme heat and cold, risk of electrical shock, and heavy vibration and loud or prolonged noise levels. The employee regularly works near moving equipment and heavy traffic, on ladders/scaffolding or in precarious places, in confined spaces such as trenches, pipelines, and vaults, and on uneven or slippery surfaces.

EMPLOYEE BENEFITS
The District provides the following benefits for full time employees:

Health Insurance – A choice of health insurance plans from CALPERS, with a cost-sharing plan in place.

Dental Insurance – Dental insurance with a cost share of 50/50.

Disability Insurance – Short term and long term disability insurance programs are in place.

Life Insurance – One times the salary rate of life insurance. Optional employee paid family life insurance is available.

Employee Assistance Program (EAP) – Participation in a District EAP program.

Leave Allowance – Annual Leave (ranging from 10 days to 30 days per year, depending on length of service).

Statutory Holidays – The District provides 10 statutory holidays.

The District has a 9/80 alternate work schedule.

PARTICIPATION IN THE CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM (CALPERS)

Valley Sanitary District participates in the CalPERS Retirement System, and in the federal Social Security program.

CalPERS Tier I formula of 2.5% @ 55 (applicable to individuals currently employed with an agency that is part of either the CalPERS or a reciprocal retirement system, or individuals returning to the CalPERS system as a new employee with a break in service of less than 6 months). The employee pays 100% of the employee's contribution, which is 8% of base salary.

CalPERS Tier II formula of 2% @ 62 (applicable to employees hired on or after 1/1/2013, and who are new to CalPERS or who are returning to the CalPERS system with a new employer with a break in service greater than 6 months). The employee pays 100% of the employee's contribution, which is currently 6.5% of base salary.

Valley Sanitary District is an Equal Opportunity Employer

District policy prohibits unlawful discrimination based on race, color, creed, sex, religion, marital status, age, national origin or ancestry, physical or mental disability, sexual orientation, uniform service member status, pregnancy, medical condition (cancer related or HIV/AIDS related), handicap, gender identity, genetic information, or any other protected class made unlawful by federal, state or local laws. This prohibition applies to all employees, officers and agents of the District.

FLSA DETERMINATION: Non-exempt.