



## Fair Oaks Water District Job Description

### Junior Engineer

DEPARTMENT: Operations and Maintenance  
FLSA STATUS: Non-Exempt  
DIRECTLY REPORTS TO: Assistant General Manager  
DIRECTLY SUPERVISES: N/A  
JOB DESCRIPTION DATE: January 1, 2026  
ANNUAL SALARY RANGE: \$82,388.80 - \$111,280.00  
JOB CLASSIFICATION: Regular Full-Time

#### **General Statement of Job**

Under general direction of the Assistant General Manager, learn and perform less complex office and field engineering tasks under immediate supervision from registered professional engineering staff and may receive technical and functional supervision from other professional staff. This position inspects the maintenance, repair, and constructions of the Fair Oaks Water District (FOWD) water system and facilities; performs tasks related to the design, construction, and project management of FOWD improvement projects and technical reports. Answers public inquiries regarding field service location, fire flow information, and FOWD plan specification; drives and operates vehicles.

#### **Essential Functions**

*The statements contained herein reflect general details as necessary to describe the primary functions of this job, the level of knowledge, the skills typically required and the scope of responsibility. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

1. Performs inspections on installed water distribution facilities and appurtenances; prepares written daily inspection reports describing results of each inspection; performs and/or documents testing of new water system installations (e.g., water main pressure testing, water quality testing, etc.); coordinates shutdowns and tie-ins for new constructions active; submits program report of work completed during the month to supervisor.
2. Assists in administration and enforcement of FOWD regulations and standards on engineering projects.
3. Assists in the design and draft water system infrastructure, including pipeline plan and profile using AutoCAD and other methods.
4. Assists with hydraulic system analysis utilizing H2ONet or other modeling software; may present reports and recommendations to the FOWD Management Team; assists with maintaining hydraulic modeling database and related information.

5. Assists in design and development of construction plans and specifications for FOWD Improvement Projects.
6. Assists with preparing bid documents for FOWD improvement projects.
7. Assists in the development and monitoring of multiyear capital improvement programs and related budgetary estimates.
8. Assists with plan checking of documents submitted for private development; ensuring that work is completed in accordance with FOWD standards and regulatory requirements.
9. Assists with soliciting bids from, and coordinates work with, contractors and consultants as directed by the FOWD Management Team.
10. Assists with responding to inquiries for development within the FOWD service area; prepares written responses to inquiries for approval by the FOWD Management Team.
11. Assists in the preparation and updating of FOWD engineering documents.
12. Assists with Maintaining library of FOWD plans, specifications, and design standards - provides recommendations for updates.
13. Assists in the review of legal descriptions of property; aids in evaluation and preparation of easements and grant deeds; aids in the preparation of California Environmental Quality Act (CEQA) documents and Environmental Impact Reports.

### **Job Standards/Specifications**

#### **Knowledge of:**

- Principles of civil engineering as applied to water systems and facilities, public works, and related construction projects.
- Construction safety laws, rules, and regulations.
- Methods and techniques of conducting site and field investigation.
- Methods, materials, system components, and techniques used in the construction of water systems and facilities.
- Principles used in the design of water systems.
- Methods and techniques of engineering plan review and analysis.
- Water industry standard specifications and contract documents.
- Current Microsoft Office software.
- Standard business practices such as letter writing, report writing and preparing informational presentations.
- California Environmental Quality Act (CEQA) documentation and permitting process.
- Customer service fundamentals and concepts.

#### **Ability to:**

- Effectively communicate verbally, in writing and electronically.
- Interpret designs, plans and understand construction specifications.
- Create improvement plans for the construction of water infrastructure.
- Provide critical thinking to assigned projects.
- Apply general engineering principles.
- Create professional written technical reports.
- Create, edit, modify, and amend AutoCAD files.
- Create, edit, maintain, and manage a library of the standard drawings, digital maps, and exhibits.

- Create, modify, and interpret hydraulic modeling scenarios utilizing H20NET software.
- Maintain detailed project records and documentation.
- Explain regulations, policies, and procedures to others.
- Professionally and tactfully, provide customer service to the public and other employees in person, over the phone or through electronic means.

### **Typical Physical Activities**

- Travel regularly by vehicle.
- Exert physical effort involving stooping/kneeling, pushing/pulling, climbing/balancing, and lifting/carrying.
- Lift, carry, push, and/or pull objects weighing up to 100 pounds.
- Differentiate between and perceive color, sound, smell, taste, and form.
- Operate a variety of automated office machines.
- 20/20 sight preferred or equivalent using corrective lenses, as necessary.
- Ability to hear low tones or directions over loud noises.

### **Environmental Factors**

- Work primarily in an office environment with frequent field visits.
- May work indoors and outdoors, during all types of weather.
- Exposure to the sun: Work time spent outside a building and exposed to the sun.
- High Temp: Considerable work time in temperatures above 80 or more degrees.
- Wetness: May get part of all of the body and/or clothing wet.
- Noise: Occasionally there are unusually loud sounds.
- Slippery Surfaces: Occasional work on unusually slippery surfaces.

### **Desired Qualifications**

- Minimum of a bachelor's degree from an accredited university or college with major coursework in civil engineering or related field.
- Any combination of training and experience may qualify if it would provide the skills, knowledge, and abilities to accomplish the job requirements.

### **Required Licenses/Certifications**

- Valid certificate of registration as an Engineer In Training issued by the California State Board of Registration for Professional Engineers.
- California Water Distribution System Operator Grade I Certificate within one year of employment.
- Valid California Driver's License.

*Fair Oaks Water District is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. District policy prohibits unlawful discrimination based on race, color, creed, sex, religion, marital status, age, nation origin, or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful. In compliance with the American Disabilities Act, Fair Oaks Water District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations.*

**I have received, read, and understand the above job description.**

Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Manager: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

General Manager: Tom R. Gray \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_