



Fair Oaks Water District Job Description

Associate Engineer

DEPARTMENT: Operations & Maintenance
FLSA STATUS: Non-Exempt
DIRECTLY REPORTS TO: Operations Manager
DIRECTLY SUPERVISES: N/A
JOB DESCRIPTION DATE: January 1, 2018
ANNUAL SALARY RANGE: \$73,576 to \$99,329
JOB CLASSIFICATION: Regular Full-Time

General Statement of Job:

Under general direction of Operations Manager, performs a wide variety of engineering duties related to the design, construction and project management of District capital improvement projects. Actively updates and maintains the District's system map, hydraulic model, construction specifications, and records related to development. Completes other technical work in support of the operational and engineering needs of the District.

Essential Functions:

The statements contained herein reflect general details as necessary to describe the principle 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. Design and draft water system infrastructure, including pipeline plan and profile using AutoCAD and other methods.
2. Completes hydraulic system analysis utilizing H20Net modeling software; presents reports and recommendations to Operations Manager; maintains hydraulic modeling database, scenario library and fire flow information.
3. Assists in design and development of construction specifications for District Improvement Projects.
4. Prepares bid documents for Capital Improvement Projects.
5. Assists in the development and monitoring of multiyear Capital Improvement Programs.
6. Performs plan checking of documents submitted for private development; ensuring that all work is completed in accordance with District standards and regulatory requirements.
7. Prepares recommended fee schedules for all work requested by private development for approval by the Operations Manager. Prepares and maintains files for all private development projects.
8. Responds to inquiries from the public and developers relative to development within the District's service area; prepares written responses to inquiries for approval and signature by Operations Manager.
9. Assists in the preparation and updating of all District engineering documents.
10. Evaluates and provides recommendations for design changes and change orders on District projects.
11. Maintains library of all District plans, specifications and design standards.
12. Assists in the review of legal descriptions of property; aids in evaluation and preparation of easements and grant deeds; aids in the preparation of CEQA documents and Environmental Impact Reports.
13. Maintains water production, water consumption and water loss records.

14. Reviews and provides recommendations for software upgrades to maintain the integrity of the District's engineering program.

Other Duties

- Coordinates staff training related to maps, construction plans, fee schedules and customer inquiries related to new business projects.
- May perform field survey work as directed; may meet with customers, developers, contractors and engineers as directed.
- May aid in construction inspection and field operations as directed.
- May work overtime as required and approved with additional compensation.

Job Standards/Specifications

Knowledge of:

- Principles of civil engineering as applied to water systems and facilities, public works, and related construction projects.
- Methods, materials, system components, and techniques used in the construction of water systems and facilities.
- Water Industry standard specifications and contract documents.
- Principles of bidding and contracting for public construction, including contract change orders and amendments.
- Current Microsoft Office software and software programs for project management.
- Applicable laws and regulatory codes relative to the areas of assigned responsibility.
- Standard business practices such as letter writing, report writing and preparing informational presentations.
- California Environmental Quality Act (CEQA) documentation and permitting process.

Ability to:

- Create, edit, modify and amend AutoCAD files utilizing District Software.
- Create, edit and manage a library of the District standard drawings, digital maps and exhibits.
- Create, modify and interpret hydraulic scenarios utilizing District H2ONET software. Manage District hydraulic model and provide recommendations for necessary updates.
- Explain regulations, policies, and procedures to other staff, contractors, developers, public, and other public agencies.
- Professionally and tactfully, provide customer service to the public and District employees in person, over the phone or through electronic means.

Typical Physical Activities:

- Travel regularly by vehicle for District related duties and activities.
- Exert physical effort in moderate work involving stooping/kneeling, pushing/pulling, climbing/balancing and lifting/carrying.
- 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.

Desired Qualifications:

- A Bachelor's degree in Engineering from an accredited university or college.
- Valid certificate of registration as an E.I.T. issued by the California State Board of Registration for Professional Engineers.
- Experience in public works/municipal engineering.
- 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:

- 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:

Operations Manager: Michael Nisenboym

Signature:

Date:

General Manager: Tom R. Gray

Signature:

Date:
