



Tuolumne Utilities District
Job Description
ASSISTANT ENGINEER

POSITION:	Assistant Engineer	DEPARTMENT:	Engineering
REPORTS TO:	District Engineer		
PAY RANGE:	Range 43	DATE PREPARED:	December 2007
INCUMBENT:			

General Description:

Under general direction of the District Engineer, provides professional engineering work as required for the planning, design, construction and maintenance of the District water and wastewater facilities; performs periodic field inspections of construction in progress; evaluates water and wastewater system modeling performed by others; provides technical assistance to other District departments, and performs other related work as required.

Essential Functions: –*Essential responsibilities and duties may include, but are not limited to, the following:*

- Responsible for design and preparation of engineering plans utilizing computer aided design and drafting.
- Responsible for performing engineering calculations and preparation of quantity and cost estimates for District water and wastewater facilities.
- Review facility and pipeline designs for compliance with District, AWWA, and regulatory standards and specifications.
- Perform occasional field inspection of water and sewer facilities, interface with contractors and prepare reports for construction projects.
- Compile and analyze data related to water system and wastewater systems, utilizing spread sheets or computer modeling and prepare technical reports.
- Provide a variety of engineering technical support to engineering and other departments within the District.
- Basic knowledge of California Environmental Quality Act and its relationship to projects.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Principles, practices and methods of civil engineering as applied to the planning, design, and construction of water and wastewater systems and related structures.
- Design principles, strength of materials and stress analysis required in planning District facilities.
- Proficient in word processing, spreadsheet programs, and computer aided design using AutoCAD.
- Federal, state, regional and local laws, policies, regulations and guidelines regarding water quality, wastewater management and environmental assessment.
- Practical application of California Environmental Quality Act.
- Safe work methods and safety precautions as related to the job.

Ability to:

- Plan and design water and wastewater facilities and structures.
- Prepare quantity and cost estimates.
- Work with minimal supervision.
- Maintain records and files.
- Work cooperatively and communicate effectively with staff, contractors and the general public.
- Understand and carry out written and oral instructions

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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 regularly required to perform the following: Display verbal skills to effectively interface with other staff members, the public, other public agencies, contractors and developers. Sit at a computer for extended periods. Walk, climb and negotiate uneven terrain; climb, ascend and descend steps and embankments. File and retrieve large maps from map file, requiring stooping, bending and reaching. Lift, push, pull and carry up to 50 lbs. Use hands and fingers to handle or feel objects and controls. Drive a vehicle in all weather conditions. Use close vision, distance vision, peripheral vision, and adjust focus.

Work Environment:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Outside: Occasionally drives a vehicle and performs assigned duties in a variety of weather conditions ranging from snow to 100°F.
- Inside: The majority of the job activities are performed indoors in a temperature-controlled environment.
- Fumes/Gasses: Occasional exposure to various vapors from internal combustion engines.
- Noise/Vibration: Minimal exposure to noise generated from the operation of office equipment.

Other Requirements:

Education/Certification:

- Graduation from an accredited college or university with a B.S. and/or M.S. degree in Civil Engineering or related field.
- Must possess a Civil Engineer in Training Certificate from the State of California and be in good standing or obtain a Certificate within a 12 month period.
- Must possess a valid California driver's license and have a satisfactory driving record.

Experience:

None required.

Work Hours:

Flexible schedule between 7:00 a.m. to 4:30 p.m., Monday through Friday. Subject to change, as required to meet the needs of the District. Must be willing to work overtime and/or alternate schedule when required.

I have reviewed and agree to abide by the requirements in this job description.

Employee's Signature

Date

Approved by General Manager: Approval Date: ____ / ____ / ____