



Tuolumne Utilities District
Job Description
Associate Engineer 1

POSITION:	Associate Engineer 1	DEPARTMENT:	Engineering
REPORTS TO:	District Engineer	FLSA Status:	Non-exempt
PAY RANGE:	51	DATE PREPARED:	May 2015
INCUMBENT:			

General Description:

Under general direction of the District Engineer and/or the Senior Engineer, provides professional engineering work as required for the planning, design, construction and maintenance of the District water and wastewater facilities; administers agreements and contracts; performs hydrology forecasting and watershed management; performs and/or coordinates periodic inspections of construction projects; evaluates water and wastewater system modeling performed by others; prepares and administers grant and loan applications and programs; 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:*

- ♦ Perform contract administration: assure compliance with contract provisions; records administration, documentation and retention; perform and/or coordinate project inspections; interface with contractors; recommend and/or review project change orders
- ♦ Administer water and sewer service agreements for compliance with agreement provisions.
- ♦ Assist in planning and directing the work of engineering personnel in long and short range planning for water and sewer service.
- ♦ 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.
- ♦ Prepare and administer grant and loan applications and programs for District projects, plans, and studies.
- ♦ Monitor and administer regulatory compliance related to District water and wastewater systems.
- ♦ Compile and analyze data related to water system and wastewater systems, utilizing 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, wastewater, and hydroelectric systems and related structures, including pumps, pressure regulators and diversion structures.
- ♦ Design principles, strength of materials and stress analysis required in planning District facilities.
- ♦ Structural engineering, surveying, hydraulics and engineering economics as they apply to the design of collection, transmission, treatment and disposal facilities for water and wastewater systems.
- ♦ Methods and techniques for short and long-range planning.
- ♦ Federal, state, regional and local laws, policies, regulations and guidelines regarding water quality, wastewater management, small hydroelectric development, and environmental assessment.
- ♦ Contract negotiation and administration, project management, and supervision.
- ♦ Regulatory programs for water and wastewater systems in the state of California.
- ♦ Proficient in the following computer software applications: Word, Word Perfect, Microsoft Windows, Excel, Quatro Pro, and computer aided design using AutoCAD 2002.
- ♦ Working knowledge of the 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.
- ♦ Supervise the work of consultants and office personnel.
- ♦ Prepare quantity and cost estimates.
- ♦ Work with minimal supervision.
- ♦ Maintain records and files.
- ♦ Work cooperatively and communicate effectively with staff, contractors, regulatory agency representatives, 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 display verbal skills to effectively interface with other staff members, the public, other public agencies, contractors and developers; maintain the capacity to sit at a computer for extended periods of time; 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; ability to lift, push, pull and carry up to 50 lbs.; use hands and fingers to handle, or feel objects and controls; and drive a vehicle in all weather conditions.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to 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. Moderate exposure to noise and vibrations generated by mechanical equipment and tools.

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.
- Registered Civil Engineer in good standing, or must become registered by the State of California within 18 months of hire.
- Must possess a valid California driver's license, have a satisfactory driving record, and be insurable by the District to drive a District vehicle.

Experience:

A minimum of three years of progressively responsible engineering experience.

Work Hours:

Flexible schedule between 7:00 a.m. to 4:00 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 that this job description accurately reflects the position.

Supervisor's Signature

Date

Employee's signature

Date

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