



Tuolumne Utilities District  
Job Description  
**ASSISTANT ENGINEER**

POSITION:	Assistant Engineer	DEPARTMENT:	Engineering
REPORTS TO:	District Engineer	FLSA Status:	Non-Exempt
PAY RANGE:	Range 43	DATE PREPARED:	July 2021
INCUMBENT:			

**General Description:**

Under general direction of the District Engineer or Senior Engineer, provides professional engineering work as required for the planning, design, construction and maintenance of the District water and wastewater facilities; administers permits, agreements, and contracts; performs periodic field inspections of construction in progress; evaluates water and wastewater system modeling performed by others; performs activities such as surveying, drafting and mapping; assists in acquisition of land and/or rights-of-way, provides technical assistance to engineering department and other District departments, and performs other related work as required.

**Class Characteristics:**

This is the entry level class in the professional Engineer series. The Assistant Engineer class is distinguished from the Associate level by the performance of less than the full range of duties assigned to the Associate level and does not require registration as a Professional Engineer. Employees at this level receive only occasional instruction or assistance as new, unusual, or unique situations arise and are fully aware of the operating procedures and policies within the department.

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

- Serve as project manager of a variety of District projects; prepare Request for Proposals, review proposals and participate in the selection of consultants and contractors; prepare and administer contracts; track and monitor work performed.
- Prepare, submit, and secure permits and other clearances for construction.
- Assist District Operations Staff in completing improvement projects, especially through the use of On-Call contracting.
- Monitor consultant work progress and project schedules and budgets.
- Design and prepare engineering plans utilizing computer aided design and drafting.
- Perform engineering calculations and 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.

**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.
- Contract and agreement administration and project management.
- 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.
- California Environmental Quality Act and its relationship to projects.
- Safe work methods and safety precautions as related to the job.

**Ability to:**

- Plan and design water and wastewater facilities and structures.
- Apply California Environmental Quality Act.
- 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 25 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.

**Qualifications:**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Certification:**

- Graduation from an accredited college or university with a B.S. degree in Civil Engineering or related field.
- Possession of a Civil Engineer in Training (EIT) Certificate is desirable.
- Possession of a valid California driver's license and have a satisfactory driving record.

**Experience:**

One year of related experience is desirable.

**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 and attend public meetings 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: \_\_\_\_ / \_\_\_\_ / \_\_\_\_