

ASSISTANT ENGINEER - WATER

Definition:

Under general supervision performs civil engineering work of average difficulty related to water projects; serves as water project engineer; reviews water facility plans and performs related work as required.

Essential Duties and Responsibilities:

The following responsibilities and essential duties are performed on a frequent and recurring basis by an incumbent. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Reviews plans related to water facilities to include pipelines, wells, reservoirs, and pump stations.

Develops plans, estimates, specifications, and other contract documents.

Prepares and designs a variety of specialized and complex water engineering projects such as pipelines, walls, reservoirs, and pump stations.

Checks and performs complex engineering calculations.

Recommends approval of progress payments and change orders.

Coordinates assigned activities with consultants, engineers, developers, contractors, other City departments and/or outside agencies.

Assists in the preparation of water capital improvement programs.

Assists in the preparation of requests for proposals and contracts for consulting services.

Establishes technical criteria and standards and makes technical engineering decisions.

Investigates field problems affecting property owners, contractors, and maintenance personnel.

Responds to citizen inquires and concerns.

Prepares specialized engineering studies and reports.

Assists in the coordination and administration of water conservation and cross-connection control programs.

Uses a computer and applicable software for various water system calculations, data base updates and a variety of reports.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Class Characteristics:

Assistant Engineer - Water is professional engineering class in the Water Engineering Division of the Public Works Department. Assignments can be narrow or broad in scope and require the use of judgment and initiative. Assistant Engineer- Water is differentiated from the higher level of Associate Water Engineer by the Assistant's assignment to less difficult and/or less complex projects and lower level of experience.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Civil engineering principles and practices as applied to a municipal water system.

Water system operation principles.

Water quality and cross-connection principles.

Drafting and mapping principles and techniques.

Computer applications as they relate to area assigned.

State and federal laws, rules, and regulations applicable to area assigned.

Techniques for providing a high level of customer service.

English usage, spelling, punctuation, and grammar.

AND

Ability to:

Prepare plans, specifications, and technical reports.

Physically inspect water facility construction projects/sites.

Apply engineering policies and principles to determine compliance with specifications.

Communicate effectively orally and in writing.

Work independently, understand, and follow verbal and written directions, and use

independent judgment and initiative.

Establish and maintain effective relationships with those contacted in the course of work.

Operate modern office equipment including computer equipment and applicable and specialized software.

Adhere to multiple deadlines and handle multiple projects.

Handle job stress and maintain a professional demeanor and remain calm and composed in demanding situations.

Organize and conduct independent, professional research and collect, analyze and interpret statistical data.

Education and Experience:

Any combination of training and experience which provides the required knowledge, skills, and abilities is considered qualifying. A typical way to obtain the required qualifications is:

A bachelor's degree from an accredited college or university in civil engineering or a related engineering field.

AND

Two years of experience involving the design, construction, and inspection of water projects.

Special Requirements:

Valid and appropriate California Driver License and acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.

Must be able to work flexible schedule to accommodate City needs.

California Government Code §3100 – 3109 requires that all public employees are to be declared disaster service workers and shall take and subscribe to the related oath or affirmation as required.

Physical Tasks and Working Conditions Include the Following:

Work is performed indoors in an office environment and outdoors when inspecting water related sites. When work is performed outdoors, there may be exposure to the elements. The incumbent drives a vehicle on City business, stands and walks on level, uneven and/or slippery surfaces, reaches, bends, climbs stairs and inclines, kneels, and crouches. When inspecting water related sites, the incumbent may be exposed to construction hazards, equipment, and materials to include grease, fumes, dust, machinery, and chemicals used in the water industry to include chlorine, ozone, and ammonia. Indoor office work requires sitting at a desk or table for periods of time and the use of a computer and screen. The

incumbent must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt.

Established December 2022