

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Associate Engineer
REPORTS TO: Principal Civil Engineer
DATE: March, 2015

DEFINITION

Under the general direction of the Principal Civil Engineer, perform responsible engineering and complex technical activities as related to the water industry; perform studies and evaluation and make recommendations for improvements, assist in daily problem solving related to District facilities and systems; perform design and construction administration for District projects as assigned; perform support engineering for emergency response to District facilities; and make recommendations for remedial action; and all other related duties as assigned.

EXAMPLES OF DUTIES

- Performs analysis and design of water works projects and other special projects as assigned by the District;
- Develops plans, specifications, cost estimates, and justification memorandums for projects, as assigned;
- Prepares and processes applications for permits to be issued by governing agencies, such as, County of Ventura, State Department of Fish and Game, Army Corps of Engineers, and others as required for any one specific project assigned;
- Performs contract administration and construction surveillance for District projects, and maintains daily records and documentation for each construction project, as assigned;
- Performs and assists with topographic surveys, field studies, and special projects, as assigned;
- Performs and assists the District in the planning, analysis, and design of special projects as assigned;
- Develops and maintains geographical information system, hydraulic modeling, and databases associated therein;
- Assists in the preparation of budgets, reports, justifications, memorandums, and letters relating to the business of the District;
- Emergency response to damage to District facilities by providing engineering, damage documentation, remedial action planning and design and contract administration, and coordination with District emergency response teams;
- Assist in the locating of District underground utilities, the maintenance of USA records and equipment, timely and accurate marking of underground utilities, makes calls to locate other utilities as needed by the District, observes work by other near District facilities and protects District facilities;
- Coordinate the development of technical requirements for non-District projects that have been determined to have potential impact upon District easements and facilities;
- Prepare written reports and memorandums
- Performs all work in a safe manner, applies safety equipment and techniques during the course of work.

DESIRABLE QUALIFICATIONS

Education and Experience: Graduation from an accredited college in civil engineering or related engineering field, and two years of increasing responsibility as a professional engineer.

License: Registration as a Civil Engineer in the State of California. Grade 3 Water Distribution Certificate or ability to obtain within two years.

Knowledge of:

- The principles and practices of civil engineering with particular emphasis on the planning, design and construction of water production, treatment, distribution and storage and other facilities related to water works activities.
- Contract administration and construction management of public works projects.
- Surveying and design principles, CAD drafting, the preparation of design plans and specifications in accordance with State law, and safety aspects of facilities.

Ability to:

- Communicate effectively orally and in writing.
- Perform civil engineering analysis, develop recommendations for change or improvements, justify the recommendations, design and specifications, and administer contracts.
- Establish and maintain effective relationships with others, including but not limited to, customers, other agencies, and District employees.
- Read and interpret maps and plans, locate underground utilities
- Use computer aided drafting devices (AutoCAD), and other computer systems to perform water distribution system analysis and modeling.
- Simultaneously coordinate and handle multiple projects with varying degrees of complexity in a timely manner.
- Accept and carry out directions
- Effectively work independently and with a team

Physical Activities: Travels by airplane, automobile, or by foot while conducting District business; communicates orally and/or in writing with District management, co-workers, and the public; regularly uses telephone for communication; uses office equipment such as desk, chair, drafting table, copier, Fax machine, computer, and safety devices required by specific jobs; frequently walks on uneven terrain, in vehicle traffic areas, and in an outdoor environment subject to weather conditions and natural outdoor occurrences such as heat, cold and rainy weather; may sit for extended periods of time; hearing and vision within normal ranges, legal and actual ability to operate a vehicle on public and private roads and highways.

Date: _____

Employee's Signature