

**RANCHO CALIFORNIA WATER DISTRICT  
POSITION DESCRIPTION**

**DATE:** July 1, 2019

**POSITION TITLE(S):** **ASSISTANT / ASSOCIATE / PRINCIPAL ENGINEER**

**GRADE LEVEL:** M7 / M9 / M11

**SUPERVISOR TITLE:** Engineering Manager CIP & Development

**FLSA STATUS:**  Exempt                       Non-Exempt

**BARGAINING UNIT:**  RCWDEA                       RCWD MPCEA

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**DEFINITION**

Under general supervision progressing to general direction, coordinates and/or performs work in the research, planning, evaluation engineering/design, and construction administration of District and/or developer led water, wastewater, and recycled water (public works) facility improvement and maintenance projects

**CLASS CHARACTERISTICS**

**Assistant Engineer**

This is the first level professional position in the Engineering class series. Positions assigned to this level perform limited or routine tasks of professional-level engineering or planning duties. Responsible for evaluating, scoping, implementing, and monitoring routine to specialized water, wastewater, and recycled water facility improvement and maintenance projects. Because incumbents are expected to be fully trained and competent, such classifications require previous education and work experience in the appropriate field. This job classification is represented by the Rancho California Water District Managers Professional Confidential Employees Association (RCWD MPCEA) bargaining unit

**Associate Engineer**









This is a journey level professional position in the Engineering class series with responsibility for performing a full range of professional duties and to complete assignments requiring the use of judgment and initiative in developing solutions to problems, interpreting policies and requirements, and determining appropriate action plans. Responsible for evaluating, scoping, implementing, and monitoring routine to specialized water, wastewater, and recycled water facility improvement and maintenance projects. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise, and are

fully aware of the operating procedures and policies within the work unit. Because incumbents are expected to be fully trained and competent, such classifications require previous education and work experience in the appropriate field. This job classification is represented by the Rancho California Water District Managers Professional Confidential Employees Association (RCWD MPCEA) bargaining unit

### **Principal Engineer**

This is an advanced level professional position in the Engineering class series with responsibility for performing a full range of professional-level engineering or planning duties. Responsible for evaluating, scoping, implementing, and monitoring routine to specialized water, wastewater, and recycled water facility improvement and maintenance projects. Incumbents at this level are typically responsible for the oversight and direction of lower-level technical staff and consultants. Incumbents may coordinate, guide, and review the work of lower level technical personnel and prepare performance reviews. Incumbents may be required to hire, supervise and train assigned staff and consultants. Because incumbents are expected to be fully trained and competent, such classifications require previous education and work experience in the appropriate field. This job classification is represented by the Rancho California Water District Managers Professional Confidential Employees Association (RCWD MPCEA) bargaining unit

### **EXAMPLES OF DUTIES** (Duties may include, but are not limited to, the following):

-  Serve as the project engineer/project manager for various engineering projects and/or planning studies involving new or expanded water, wastewater and recycled water facilities
-  Develop, review, and update various elements of the District's Master Plans and/or related planning studies
-  Conduct computer analysis and modeling, and evaluate results to determine optimal capital improvement plans or project-specific facility requirements and parameters
-  Prepare/review evaluations of project alternatives considering financial, operational, maintenance, property/right-of-way, and constructability factors; and develop/communicate appropriate recommendation(s)
-  Establish project-specific scope(s)-of-work, and coordinate engineering and planning projects with other District departments/divisions and outside agencies
-  Perform routine to complex engineering calculations encompassing surveying, hydraulics, electrical, mechanical, and/or structural disciplines
-  Prepare, or coordinate preparation by consulting engineers, plans and/or specifications for the construction of a variety of water and wastewater facility improvements
-  Perform and/or provide high-level technical assistance in the support of planning and design review of developer-led improvement projects

- ✎ Review and evaluate consultant-prepared water, wastewater, and recycled water facility plans and specifications for conformance with applicable project parameters and requirements
- ✎ Serve as the liaison between the District and contractors, consultants, and other agencies
- ✎ Prepare, review, and/or coordinate project-related studies and documentation required by the California Environmental Quality Act (CEQA)
- ✎ Prepare and/or review easement and right-of-way documentation for acquisition or quitclaim action
- ✎ Apply for and coordinate required permits and utility service arrangements
- ✎ Review and implement permit requirements affecting District operations and/or project-specific facility design and construction
- ✎ Review and evaluate construction projects planned by outside agencies for potential impact to District facilities and/or operations
- ✎ Prepare regular updates to project schedule, budget, cash flow projections, and other project documentation, as necessary
- ✎ Prepare and review a wide array of technical correspondence and documentation, such as reports, letter correspondence, request for proposals, Board letters, agreements, cost estimates, legal advertisements, graphic displays etc.
- ✎ Prepare and/or review project-related construction contract documents, technical specifications, and special provisions Review material submittals/shop drawings to ensure conformance with project-specific requirements during construction
- ✎ Monitor construction progress and perform on-site investigations
- ✎ Review and provide engineering support for contractor requests for clarification and/or construction change orders
- ✎ Coordinate and/or conduct start-up and performance testing of new facilities
- ✎ Review and modify, as necessary, design standards, specifications and related technical documents to keep pace with changes having legal and/or general industry significance
- ✎ Maintain, update, and analyze planning related information, such as land use, population, demographics, etc.
- ✎ Present project-related and/or technical information to staff, the Board of Directors, or other agency personnel
- ✎ Coordinate, guide, and review work of lower-level technical staff and/or consultants
- ✎ Perform related duties as assigned

## **QUALIFICATIONS**

### **Knowledge of:**

- ✎ Engineering theory, construction methods, material properties, operations and maintenance principles of water and wastewater systems
- ✎ Principles and techniques of project management and supervision

- ✎ Applicable local, state and federal laws, codes, and regulations, including the California Public Contract Code
- ✎ Organizational structures of local government
- ✎ Computer-based applications pertaining to the required engineering duties

**Ability to:**

- ✎ Lead and participate in a full range of professional engineering duties
- ✎ Perform increasingly responsible and varied assignments under decreasing degrees of direction
- ✎ Actively handle multiple tasks, and manage time-sensitive and politically sensitive issues and/or projects
- ✎ Interpret and apply laws, codes, regulations, policies, and procedures
- ✎ Coordinate engineering/planning projects with those of other public agencies and District divisions
- ✎ Analyze complex engineering problems, evaluate alternatives, and recommend/implement effective solutions
- ✎ Prepare, review, and interpret design/construction drawings, specifications, and legal documents; and assess their adequacy in meeting District and/or project requirements
- ✎ Communicate effectively, verbally and in writing
- ✎ Utilize a personal computer for conducting analysis of engineering and/or planning data, hydraulic modeling, word processing, email communication, and other job-related uses
- ✎ Establish and maintain effective internal and external working relationships
- ✎ Follow and apply written and verbal work instructions
- ✎ Make sound independent judgments within established guidelines
- ✎ Motivate and evaluate assigned staff, and provide for their training and professional development

***Assistant Engineer***




**SELECTION GUIDELINES**

The appropriate knowledge, skills and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

**Experience:** Three (3) or more years of increasingly responsible engineering experience with public agencies, water utilities, and/or private engineering consultant

**Training:** Equivalent to a Bachelor's degree from an accredited college or university with major coursework in Civil, Mechanical, or Environmental Engineering (or other related field)

### **Licenses and Certificates:**

-  California Class C Driver's License, required
-  Engineer-in-Training Certificate issued by the State of California Board for Professional and Land Surveyors, desirable
-  Registration as a Professional Engineer issued by the State of California Board for Professional and Land Surveyors, desirable

*In addition to the qualifications for an **Assistant Engineer***



### **Associate Engineer**

The appropriate knowledge, skills and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

**Experience:** Five (5) or more years of increasingly responsible engineering experience with public agencies, water utilities, and/or a private engineering consultant

**Training:** Equivalent to a Bachelor's degree from an accredited college or university with major coursework in Civil, Mechanical, or Environmental Engineering (or other related field). A Master's degree from an accredited college or university is highly desirable

### **Licenses and Certificates:**

-  California Class C Driver's License, required
-  Registration as a Professional Engineer issued by the State of California Board for Professional and Land Surveyors, required

*In addition to the qualifications for an **Associate Engineer***

### **Principal Engineer**

The appropriate knowledge, skills and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

**Experience:** Seven (7) or more years of increasingly responsible engineering experience with public agencies, water utilities, and/or private engineering consulting firm, with two (2) or more years at a supervisory capacity

**Training:** Equivalent to a Bachelor's degree from an accredited college or university with major coursework in Civil, Mechanical, or Environmental Engineering (or other related field). A Master's degree from an accredited college or university is highly desirable

**Licenses and Certificates:**

- ✎ California Class C Driver's License, required
- ✎ Registration as a Professional Engineer issued by the State of California Board for Professional and Land Surveyors, required

**PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

The essential functions of this position will require the employee to perform the following physical activities:

- ✎ Frequently use office equipment such as a computer, copier and FAX machine
- ✎ Must be able to carry, push, pull, reach and lift materials and objects up to 25 lbs
- ✎ Extended standing, walking, sitting, reaching, stooping, and bending
- ✎ Communicates verbally with District management, co-workers, and the public in face-to-face, one-on-one, and group meetings
- ✎ Regularly uses a telephone or radio for communication
- ✎ Ability to speak and hear both in person, by telephone, and radio
- ✎ Vision within normal ranges including color vision with or without correction.
- ✎ Regular attendance

The essential functions of this position will require the employee to be exposed to the following working conditions:

- ✎ Work in a temperature controlled office environment with moderate noise.
- ✎ Occasional work in the field where noise is at times loud and employee may be exposed to hot and cold conditions; inclement weather, or traffic hazards

**OTHER REQUIREMENTS**

- ✎ This position is classified as exempt from state and federal overtime pay provisions because the duties and responsibilities meet the requirements for exemption under the Fair Labor Standards Act. The position will be required to work varying hours, weekends and holidays as the day-to-day job duties may require

_____	_____
Employee Signature	Date
_____	_____
Supervisor/Manager Signature	Date