

CIVIL ENGINEER

JOB SUMMARY

Under general supervision, manages and performs project design, project management, and construction management of capital improvement projects for water, sewer, recycled water, raw water systems, and general facilities; leads the CIP Group or Private Project Group, selects and manages consultants; reviews and approves private development projects for conformance to District standards; reviews developer projects for conformance to District long range plans; performs master planning and sub-area master plans, system modeling; and performs related duties as required.

EXAMPLES OF DUTIES

(Duties include but are not limited to the following):

- Leads the CIP Group or Private Project Group.
- Performs as project manager on routine and complex CIP projects.
- Designs and prepares detailed plans and specifications for various maintenance and capital improvement projects.
- Plans, schedules, and monitors progress on CIP projects to assure completion on schedule and within budget.
- Reviews and checks private development project plans prepared by private engineers.
- Reviews private development project plans prepared by private engineers for conformance to Community Plan, District Master Plans, and long-range plans.
- Administers consultant selection process, prepares RFQs and RFPs, and administers consultant contracts for CIP projects.
- Prepares bid packages and administers contractor contracts assuring conformance to District code and policies.
- Meets with the public, builders, developers, contractors and engineers to review District projects, policies, and procedures.
- Prepares engineering estimates of quantities, costs and work to be performed on construction projects.
- Prepares project budgets and scope documents for assigned projects.
- Participates in meetings related to project planning, developer pre-design agreements and interagency coordination.
- Designs and conducts investigations and studies, researches and develops recommendations, and prepares reports on District facilities and operations.
- Performs District long-range planning.
- Creates system models and performs modeling of water, sewer, recycled water and raw water.
- Prepares a variety of written reports and correspondence, including Board agenda memos.

- Maintains and assists in the preparation and execution of District policies, contracts, agreements, reimbursements and other related forms.
- Participates in continuous improvement by developing and documenting standards, guidelines, and productivity indicators.
- Attends evening Board meetings as required.
- Assists the public in the interpretation and application of policies and regulations.
- Participates in the development of developer reimbursement agreements and pre-annexation contracts.
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Fundamentals and principles of Civil Engineering.
- Surveying principles and procedures.
- Contract administration and legal principles.
- Fundamentals of project management and use of MS Projects.
- Preparation and maintenance of records, drawings, and reports related to construction activities.
- Drafting techniques (manual and CADD).
- District Legislative Code.
- Report writing and presentation skills.
- Algebra, geometry and trigonometry as used in the preparation and maintenance of engineering drawings and maps.

Ability to:

- Assist the public relative to engineering requirements for development.
- Deal firmly and tactfully with contractors, engineers, and property owners.
- Perform engineering studies, computations, and analysis.
- Work with CADD and other computer software.
- Read maps and plans to locate property lines, determine acreage and locate easements and laterals.
- Communicate in English clearly and concisely, both orally and in writing.
- Read, understand and interpret moderately difficult technical materials.
- Establish and maintain effective working relationships with other employees and the public.
- Understand and carry out oral and written instructions given in English.
- Learn the principles, practices and methods of construction of water and sewer facilities and implementation of District standards to private and CIP projects.
- Plan and organize work schedules.

Experience and Education:

Any combination of training, experience and education that could likely provide the required knowledge and abilities stated above, and the ability to perform the duties of the position would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Two (2) years at the level of Associate Engineer or the equivalent of four years of professional Civil Engineering experience is required.

Education: Bachelor of Science degree in Civil Engineering or a related field, from an accredited college or university is required. Post graduate work desirable.

Licenses and Certificates:

1) Possession of a valid California driver's license, Class C, with ability to maintain insurability under the District's insurance carrier. 2) Possession of a California State Board for Civil and Professional Engineers certificate of registration as a Civil Engineer, at time of appointment is required.

Physical Demands:

Hear normal conversation in person and/or on the telephone, with or without electronic aids; see to read fine print; sit or stand for prolonged periods of time; use hands and fingers repetitively to manipulate small objects and print or write legibly; frequently lift up to 25 pounds; reach with hands and arms; speak in a normal voice to be able to be heard and understood on the telephone and able to traverse uneven ground at construction sites.

OTHER REQUIREMENTS

May be required to work evenings and/or attend evening Board meetings.

THE INFORMATION CONTAINED HEREIN IS SUBJECT TO CHANGE
AND DOES NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT.