



Assistant Engineer

Department/Division:	Engineering
Reports To:	Senior Engineer
Provides Direction To:	N/A
FLSA Exemption Status:	Non-Exempt
Effective Date:	12/19/2024

GENERAL PURPOSE

Under general supervision, to perform entry-level professional civil engineering and technical work in the field or office associated with the design, development, investigation, and construction of land development projects, capital improvement projects, and specialized water engineering assignments. Prepares a diverse range of engineering plans, specifications, calculations studies, reports and related documents. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This class is the entry level within the Engineering series. This class is distinguished from the Associate Engineer in that the latter is the fully experienced staff engineer overseeing the day-to-day aspects of engineering project management. Employees at this level are not expected to perform with the same level of independence and judgement on matters related to established procedures. Since this class is typically used as a training class, employees may have only limited or no direct related work experience. Assistant Engineers assist with project management as part of a team and learn to perform more complex tasks. Incumbents initially work under close supervision and expected to become increasingly knowledgeable and carry out assignments with increasing independence.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

- Participates in the preparation and review of preliminary and final engineering plans including capital improvement projects, private development, and special projects.
- Coordinate assigned activities with consultants, engineers, developers, contractors, other District departments and outside agencies.
- Provides assistance with the preparation and review of engineering designs, specifications, cost and quantity estimates and contract documents.
- Participates in the preparation of requests for proposals relating to projects requiring contract engineering work; assists senior staff with reviewing and evaluating proposals; reviews plans, specifications and cost estimates of consulting engineering firms performing work for the District and evaluates their performance.

- Compile and analyze statistical data and prepare technical reports relating to capital projects; assist in preparing annual capital improvement budgets; examine, prepare and maintain designs, specifications, plans, estimates, and reports for various Capital Improvement projects.
- Helps with engineering project management work including administration of construction contracts; attends project review meetings; assists in coordinating construction inspection activities; does preliminary review of invoices requesting progress payments.
- Gather, research and compile raw data and related information for the preparation of reports and studies; prepares maps, legal descriptions and deeds for easements and rights-of-way.
- Assembles information for inclusion in engineering project status and staff reports as needed.
- May develop reports for water quality, supply and demand for regulatory agencies.
- Attend meeting related to water resources as a District representative and prepare meeting summaries.
- Review plans and specifications for development and/or capital improvement projects, and check plans for compliance with District's design criteria.
- May interpret water production, elevation and water quality data and prepare technical reports and correspondence in response to requests from regulatory agencies.
- Maintain prompt and regular attendance.
- Performs other related duties, as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of:

- Basic principles and practices of civil engineering design and construction.
- Principles and procedures of domestic water production, domestic water transmission, distribution, and storage.
- Engineering project management principles and techniques.
- Applicable codes, regulations, and standards.
- Construction principles, practices, methods, and materials.
- Drafting techniques and computer aided drafting (CAD) systems.

Ability to:

- Learn and apply general engineering principles to the solution of specific engineering problems.
- Learn to develop, review, and modify civil engineering plans, designs, and specifications.
- Gather, analyze, and evaluate technical information and make reasoned recommendations thereon.
- Assist in the conduct of various engineering project management activities.
- Learn, understand, explain, and apply District standards, policies, and procedures.
- Communicate effectively orally and in writing; use proper English, spelling, grammar, and punctuation.
- Assist in the review and preparation of reports, cost estimates, studies and investigations.
- Maintain detailed and accurate records.
- Work effectively with various governmental agencies, private firms, and the general public.

- Establish and maintain courteous, cooperative, and effective working relationships with those encountered in the course of work.
- Serve as emergency services worker in the event of an emergency.

Minimum Qualifications

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education: Graduation from an accredited four-year college or university with a major in Civil Engineering or closely related field.

Experience: Some directly related engineering experience is desirable.

Licenses, Certificates; Special Requirements:

Possession of a valid Class C California driver’s license, acceptable driving record.

In accordance with California Government Code Section 3100, West Valley Water District employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

Desirable Certifications

Possession of an Engineer in Training (EIT) California State Board Certification.

Possession of SWRCB Certification as a Water Distribution Systems Operator and/or Water Treatment Operator.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this class, the employee is constantly required to sit and occasionally to stand and walk. Finger dexterity and light grasping is required to handle, feel, or operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. The employee occasionally bends, stoops, lifts, and carries records and documents, typically weighing less than 25 pounds.

Sensory demands include the ability to see within the normal range, talk, and hear, and use electronic touch keypads.

THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.