



**United Water Conservation District  
Job Description**

**Job Title:** Associate Engineer  
**Salary Range:** 27  
**Department:** Engineering  
**Reports To:** Chief Engineer  
**Updated:** October 9, 2018

**Accepted By:** \_\_\_\_\_  
Associate Engineer Date

**Approved By:** \_\_\_\_\_  
Chief Engineer Date

**Approved By:** \_\_\_\_\_  
General Manager Date

**DEFINITION**

To perform a variety of engineering field and office duties; may supervise lower level engineers and technicians for specific tasks; serve as project manager for public works projects; advise operations and maintenance staff on engineering matters; and draft reports for supervisory review including hydrologic, environmental, engineering, and feasibility reports.

**SUPERVISORY RESPONSIBILITIES**

Receives direction from the Chief Engineer. Exercises supervision over consultants and technical engineering staff as assigned.

**EXAMPLES OF ESSENTIAL DUTIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Perform research and engineering studies.
- Prepare engineering reports, specifications, plans, and correspondence for supervisory review.
- Review engineering and design reports.
- Prepare data in connection with surveys and investigations.

- Compile project recommendations and reports.
- Prepare and analyze cost studies.
- Oversees engineering work on current capital and public works improvement projects; review plans and specifications; attend meeting; confer and coordinate with District staff, contractors, consultants, and others.
- Assist in the preparation of environmental impact reports.
- Make Board presentations on engineering matters and construction activities as directed.
- Review reports prepared by outside agencies and consultants.
- Plan, assign, schedule, and review the work of subordinate staff.
- Draft cost estimates and feasibility studies.
- Maintain engineering records.
- Perform drafting as required.
- Perform surveying and field data acquisition assignments.
- Perform related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Principles and practices of civil engineering including but not limited to water supply, hydraulics, flood control, drainage, hydrology and water quality and dam safety improvements program. Previous experience with dam safety improvements projects and knowledge of permitting and federal regulatory work are highly desirable.
- Civil engineering as applied in governmental operations.
- Familiarity with legal requirements governing public works engineering.
- Construction plans and specifications.
- Surveying and drafting principles and procedures.

### **Ability to:**

- Conduct feasibility studies and make recommendations on capital projects.
- Establish and maintain effective working relationships with engineer, operations staff and stakeholders.
- Perform some engineering analyses; prepare technical reports; review reports prepared by others.
- Maintain and develop engineering record systems.

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **EDUCATION & EXPERIENCE**

A bachelor's degree from an accredited college or university with major course work in civil engineering or related field is required. Five years of progressively responsible experience in civil engineering with substantial exposure to water systems is highly desirable.

### **CERTIFICATIONS & LICENSES**

Registration as a professional civil engineer in the State of California is required. Possession of or ability to obtain a valid California Driver's License. Possession of State certificates as licensed Water Treatment Operator and/or Distribution System Operator are desirable.

### **PHYSICAL REQUIREMENTS**

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

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

While performing this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate. The majority of the work is indoors, however, on occasion travel/drive to work sites and facilities are required. Working in inclement weather conditions may also be required.