



San Juan Water District  
9935 Auburn Folsom Road  
Granite Bay, California 95746  
(916) 791-0115  
www.sjwd.org

## Position Description

### Associate/Senior Engineer

**Status:** FLSA Exempt, Non-Safety Sensitive  
**Supervisor:** Engineering Services Manager  
**Effective Date:** February 3, 2020

#### **Supervision Received and Exercised**

**Associate Engineer** - Receives direction from the Engineering Services Manager and exercises technical supervision over technical personnel and oversees the work of outside consultants, suppliers and contractors.

**Senior Engineer** – Receives general direction from the Engineering Services Manager and exercises technical supervision over technical personnel and oversees the work of outside consultants, suppliers and contractors.

#### **Primary Function**

To perform professional engineering duties related to the design, construction and project management of District capital improvement projects; to coordinate and oversee the work of consultants and contractors; and to provide technical assistance to the Engineering Services Manager and District management.

#### **Essential Duties** - *Duties may include, but are not limited to, the following:*

- Manage, direct, review and participate in planning studies, preliminary engineering, design and construction of the District's wholesale and retail capital improvement projects.
- Oversee and administer construction contracts; oversee construction management of wholesale and retail projects.
- Develop requests for proposals; review proposals and oversee the selection process; negotiate contracts; direct and oversee the work of consultants and contractors.
- Maintain good working relationships with local, regional and State agencies to coordinate project implementation, permitting and regulatory review.
- Assist water treatment and field services staff on technical issues as requested.
- Participate in the development and administration of the budget; prepare cost estimates including, but not limited to construction, consultants, and other associated project costs.
- Oversee the bid process including pre-bid conference and contract awards for District construction projects.
- Provide technical staff assistance to District management; prepare and present staff reports and technical reports and correspondence.
- Prepare and make presentations to the Engineering Committee and/or Board of Directors regarding project recommendation, award and progress updates.
- Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform other related duties as assigned.

## **Minimum Qualifications**

### **Associate Engineer**

#### *Knowledge of:*

- Principles and practices of civil engineering, design, construction, and maintenance requirements of water system facilities including the strength, properties, and use of engineering construction materials.
- Principles and practices of construction management.
- Engineering mathematics.
- Principles and practices of budget monitoring.
- Principles and practices of safety management.
- Pertinent local, State and Federal laws, ordinances and rules.
- Principles and practices of customer service.
- Modern office procedures, methods and computer equipment.

#### *Ability to:*

- Perform professional engineering duties including design, construction and project management.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means.
- Interpret and apply District, State and Federal policies, procedures, rules and regulations.
- Prepare concise and understandable written reports, studies, and other written materials, including requests for qualifications/proposals.
- Assist in the development and monitoring of an assigned program budget.
- Prepare comprehensive technical reports.
- Read and comprehend blueprints and engineering sketches.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work effectively under time deadlines and within limited financial and staffing resources.
- Proficiently use computers and applicable software.
- Communicate clearly and concisely, both orally and in writing.

#### *Education and Experience:*

Any combination of training, education, and experience that has led to the acquisition of the knowledge, skills, and abilities as indicated above. A typical qualifying entrance background is:

##### **Education:**

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in engineering.

##### **Experience:**

Five years of progressively responsible professional engineering experience including project management responsibility.

#### *License or Certificate:*

Possession of, or the ability to obtain and maintain, a California Driver's License with a satisfactory driving record. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

Registration as a Professional Engineer with the State of California.

Senior Engineer

In addition to the qualifications for Associate Engineer:

*Knowledge of:*

- Advanced engineering principles and practices.
- Advanced principles and practices of project management.
- Advanced methods, materials, and techniques used in the design, construction, and maintenance and operation of District projects and activities.

*Ability to:*

- Perform the most complex duties related to planning, designing and construction of District projects.
- Direct, review and participate in the more complex engineering and technical studies.
- Work with minimal direction from supervisor.

*Education and Experience:*

Any combination of training, education, and experience that has led to the acquisition of the knowledge, skills, and abilities as indicated above. A typical qualifying entrance background is:

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in engineering.

Experience:

Eight years of progressively responsible professional engineering experience including project management responsibility.

*License or Certificate:*

Possession of, or the ability to obtain and maintain, a California Driver's License with a satisfactory driving record. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

Registration as a Professional Engineer with the State of California.

**Physical Capabilities**

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 functions.

<i>Physical Requirements</i>	<i>Rarely (0-12%)</i>	<i>Occasionally (12-33%)</i>	<i>Frequently (34-66%)</i>	<i>Regularly (67-100%)</i>
Seeing				✓
Hearing				✓
Standing/Walking		✓		
Climbing/Stooping/Kneeling	✓			
Lifting/Pulling/Pushing	✓			
Approximate Maximum Weight to Lift	40 Pounds			
Fingering/Grasping/Feeling				✓
Describe Working Conditions	10 to 20 Percent Outdoors, 80 to 90 Percent Indoors			