

Pebble Beach Community Services District

JOB DESCRIPTION

ASSISTANT ENGINEER

DEFINITION

Under general and specific supervision, provides routine, difficult and complex administrative, general office and technical engineering support services to the District Engineer and the Field Maintenance Supervisor. These services include collecting, recording and analyzing data, preparing and updating plans and maps by both manual and computerized drafting methods, processing permits, maintaining records, procuring supplies, materials and equipment, assisting in the preparation and scheduling of infrastructure maintenance and operation programs, assisting in the inspection of water and wastewater system construction projects, advising the public and performing other related work as assigned.

DISTINGUISHING CHARACTERISTICS

The Assistant Engineer reports to the District Engineer and collaborates and coordinates with the Field Maintenance Supervisor. The position provides administrative and technical support to both the District Engineer and the Field Maintenance Supervisor. The classification requires the incumbent to perform a range of technical/engineering duties as well as being qualified to perform general office clerical tasks, with superior skills in interpersonal communication, efficient use of word processing, spreadsheets and other office and engineering-related software, automated office copying, printing, mailing and communication equipment.

DESCRIPTION OF ESSENTIAL DUTIES

- Checks construction plans and prepares “will-serve” letters for residential and commercial sewer connections to the District wastewater collection system.
- Conducts field inspections related to sewer permits issued and the District’s capital improvement projects under construction.
- Provides and/or arranges technical support for required pump stations systems
- Assist in planning and administration of related employee and public safety programs, including but not limited to injury and illness prevention, hazardous materials handling, confined spaces entry procedures and hazardous spills.
- Assists in the development of plans and specifications for major equipment.
- Maintains and upgrades sewer and water infrastructure maps, and coordinates, reconciles and integrates this work with the District database and geographic

information systems.

- Assist in administration of District's information systems including Supervisor Control and Data Acquisition systems and Computerized Maintenance Management Systems
- Assists with the administration of the wastewater collection system source control program.
- Assist in data collection and management of records for regulatory compliance
- Assists in defining and maintaining standard operating procedures to improve safety and performance.
- Assists in the maintenance of official records, database and the technical reference library of the District; and performs administrative studies and related work as assigned.
- Operates a personal computer, utilizing word processing, spreadsheet and other office/engineering software in the preparation, editing, formatting and printing of varied documents, including letters, memoranda, reports, maps and technical documents.
- Organizes catalogs and assists in maintaining a perpetual and running inventory system for the Maintenance Department.
- Procures and/or assists in procuring supplies, materials and equipment for the Maintenance Department.
- Performs a variety of field activities such as data collection, testing and inspection; including checking new and existing wastewater services for permit compliance.
- Researches and implements revisions to existing system drawings, records and maps.
- Responds to inquiries both in person and by phone from interested persons regarding engineering/construction projects, maintenance operations and related activities; explains regulations and standard operating procedures to property owners, contractors and other District employees.
- Assists with the maintenance of engineering and construction files and documents; prepares regular reports and records on projects and activities of the Engineering and Maintenance departments.
- Regularly enters data and narrative information to update and/or modify the District's computer information systems regarding service complaints, follow-up actions by District staff and certain other information as assigned.
- Keeps informed about ergonomics and maintains a repository of specialized information relating to the District's requirements for work sites/stations and job tasks.

GENERAL QUALIFICATIONS

Education and Experience:

- Any combination of education and experience that provides the skill, knowledge, and licenses required as qualifying. A typical way of qualifying is an engineering degree and two (2) or more years of experience in technical engineering work or similar related public works experience.

Licenses, Certificates or Credentials

- Possession at the time of hire and continued maintenance of a valid Class C California driver's license and safe driving record.

Knowledge

- General knowledge of the principles and practices of civil engineering as related to the planning, design, drafting, construction, operation and maintenance of public works projects and systems.
- General and specific knowledge of contemporary office administrative procedures, practices, and equipment including the use of personal computers and related office and engineering software.
- Proper use of the English language, grammar, spelling and punctuation.
- General knowledge of filing and record-keeping systems.
- The incumbent must become knowledgeable of the organization and mission of the District and its policies, rules and regulations.

Ability

- Understand and carry out oral and written directions.
- Take responsibility and use good judgment in exercising scope of authority.
- Interpret and apply District policies.
- Organize information to carry out multiple tasks with speed and accuracy.
- Interact tactfully and courteously with others.
- Maintain cooperative working relationships.

Other Requirements

- Maintain insurance on any personal vehicle used on District business and be insurable by the District for operation of a standard vehicle or pickup truck.
- Possess physical and mental characteristics to perform the essential duties of the classification. These include communicating orally with co-workers and the public individually or and in groups; regularly using a telephone and radio to communicate; using office equipment such as a personal computer, copier, printers and facsimile machine; sitting and standing for extended time periods; and having hearing and vision within normal ranges.