

Pebble Beach Community Services District

JOB DESCRIPTION

ASSOCIATE ENGINEER

DEFINITION

Under administrative direction and general supervision of the District Engineer, the Associate Engineer is responsible for engineering, planning, design, construction and inspection of District facilities and related equipment; coordination of District engineering and technical support staff and related contractual services; making presentations to the District Board of Directors and other agencies; and to perform a variety of professional tasks relative to the assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

The Associate Engineer reports to and receives direction from District Engineer and may exercise direct supervision over professional and technical staff. The Associate Engineer performs a full range of engineering and project management duties as assigned.

DESCRIPTION OF ESSENTIAL DUTIES

1. Perform a variety of professional engineering duties in the planning, design development, construction of District facilities and provide engineering support for District programs, procedures and services relating to maintenance and operation of wastewater collection, recycled water and fire protection water systems, including collection and distribution lines, pump stations and storage facilities.
2. Perform professional management work as a team member for capital and operating projects and assist in analyzing strategic issues within the boundaries of the District policies.
3. Assist in preparation of Long-term Capital Outlay Plan for capital equipment, machinery and facilities.
4. Coordinate preparation of reports regarding issues such as environmental, hydraulic, geotechnical, seismic, and treatment process aspects of fire protection water system facilities; recycled water distribution and wastewater collection facilities.
5. 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.

6. Administration of District's information systems including Supervisor Control and Data Acquisition systems and Computerized Maintenance Management Systems.
7. Administration of data collection and management of records for District's regulatory compliance program.
8. Perform and review engineering calculations, prepare cost estimates and manage budgets for contract construction projects.
9. Coordinate regulatory, environmental and/or construction permit requirements with District staff and outside agencies.
10. Assist in administration of consultant and professional service contracts.
11. Develop and maintain various databases and computer files and use engineering software or develop programs to solve specific engineering questions.
12. Prepare and present project status reports to the Board of Directors, management staff, other District staff, outside agencies and the public.
13. Respond to public inquiries in a courteous manner.
14. Prepare a variety of project and administrative reports and correspondence.
15. Perform related duties and responsibilities as required.

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 five (5) 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.
- Certificate of Registration as a Professional Engineer is required.

Knowledge

- Principles and practices of engineering related to the planning, design, drafting, construction, operation and maintenance of public works projects and systems.
- Principles and procedures of project management including planning, scheduling, budgeting and control.
- Principles and practices of engineering with emphasis on water treatment

and distribution; and wastewater collection systems.

- Pertinent federal, state, and local codes, laws and regulations.
- Construction methods, materials, specifications and codes.
- Principles of technical letter writing and basic report preparation.
- Modern office procedures, methods, and equipment including computers.
- 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 to communicate; using office equipment such as a personal computer, copier, and printer; sitting and standing for extended time periods; ability to lift 20 pounds; and having hearing and vision within normal ranges.