



RUBIDOUX COMMUNITY SERVICES DISTRICT

Assistant Engineer/Associate Engineer

DEFINITION

The Assistant/Associate Engineer in the Engineering Department of the Rubidoux Community Services District is a detail oriented and enthusiastic Civil Engineer (EIT or PE) with the ability to perform a variety of professional-level civil engineering work related to project planning, design, construction administration/management, and project closeout of water and wastewater infrastructure projects; Developer coordination and oversight including planning, coordination, and observation; Capital Improvement Project participation including planning, design, and observation, water quality regulations, permitting, and reporting activities related to operational functions of the District; and performs related duties as assigned.

The **Assistant Engineer** (EIT preferred) is an entry-level position with one or more years of civil engineering experience. Under close supervision from the Director of Engineering or general supervision and direction from the General Manager or Assistant General Manager, the Assistant Engineer learns and works within the framework of District policies and procedures. Position will involve most of the duties of the Associate Engineer at a lower complexity and less independent level. Work is supervised and reviewed until the Assistant Engineer demonstrates the ability to work independently and proficiently on a given task.

The **Associate Engineer** (P.E. required) is a licensed Professional Civil Engineer in the State of California with at least five (5) years of civil engineering experience. Under general supervision from the Director of Engineering, General Manager, or Assistant General Manager, the Associate Engineer works within the framework of District policies and procedures. The Associate Engineer demonstrates engineering expertise and sound engineering judgement in performing complex professional engineering tasks independently and proficiently. Position will involve most of the duties of the Assistant Engineer at a higher complexity and more independent level with the ability to exercise sound engineering judgement and implement industry practices. Work is generally supervised and reviewed until the Associate Engineer demonstrates the ability to work independently and proficiently on a given task.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

May include, but are not limited to, the following:

A. Engineering activities in support of Customers, Development activities and District Capital Improvement Projects (CIP):

- Perform engineering, planning, and design for CIP programs/projects.
- Prepares or facilitates preparation by Consulting Engineers, Construction Drawings (Plans), Specifications, and legal contracts for the construction of a variety of water, wastewater, and other District facilities.
- Review and assessment of reports, Construction Drawings, technical memorandum, hydraulic analyses, and other related engineering work prepared by others.
- Research and identify project design requirements (both for new development projects and District CIP projects).
- Prepare and present highly technical engineering calculations, hydraulic analyses, treatment processes, data analyses, modeling, and other complex engineering assignments.
- Prepare and evaluate engineering studies of large projects; research, analyze, and summarize data; perform accurate engineering calculations and cost estimates.
- Interpret and explain design criteria, policies, Resolutions, Ordinances, District Standards, and procedures.
- Serve as project manager as assigned.
- Research and analyze complex engineering and math problems, evaluate alternatives, and recommend suitable courses of action.
- Prepare clear and concise technical reports, cost estimates, Standard Drawings, exhibits, figures, notes, Specifications, and other written materials.
- Provide engineering support for construction work-in-progress, including submittal review, field investigations / inspections, to ensure compliance with approved Plans, Specification and Standards.
- Establish progress schedules and serve as a liaison between the District, Contractors, Consultants and other Utilities or Agencies.
- Manage and Monitor project progress.
- Process and maintain various records related to customer requests, development activity and District CIP.
- Respond to requests for information from the District staff, the public, Contractors, and other Agencies / Entities.
- Conduct field investigations to verify location and installation of existing and proposed District facilities.
- Compute District fees and cost estimates for new services and developments.
- Perform plan checks of developer projects to ensure conformance with District Standards or oversee and manage Consultants to perform the plan check function.
- Coordinate engineering design projects with other Departments and Agencies.
- Make clear and understandable presentations to Board of Directors, customers and other entities; be prepared to respond to emergency calls as needed.
- Ability to meet the physical, mental and environmental requirements of the position so that the incumbent will not be a hazard to their own safety or that of others.
- Perform other related duties as required and not limited to those necessary for performing the essential duties described above and/or assigned by the Director of Engineering, Assistant General Manager, General Manager, or designee.

B. Regulatory and Permitting Activities Associated with District Operations

- Prepare and submit various routine and non-routine reports to regulatory Agencies, such as, but not limited to, the South Coast Air Quality Management District (AQMD), California Air Resources Board (CARB), Regional Water Quality Control Board (RWQCB), State Water Resources Control Board (SWRCB), Department of

Toxic Substance Control (DTSC), Division of Drinking Water (DDW), and Environmental Protection Agency (EPA).

- Coordinate source testing of AQMD permitted equipment at District facilities.
- Prepare and submit regulatory reports and perform any compliance activities related, but not limited to, air quality, hazardous waste, NPDES, Spill Prevention Control and Countermeasure Plans/Aboveground Storage Tank (AST) programs, biosolids, dewatering, recycled water, stormwater, sanitary sewer overflows (SSO) and drinking water.
- Perform compliance and audit activities in support of hazardous waste, water, wastewater and air quality programs and related regulatory requirements to ensure that plans and practices are established and adhered to and that regulatory requirements have been met; develop and maintain computerized tracking systems; participate in audits and evaluations of compliance programs; report on findings and verify that corrective action has been taken to resolve deficiencies.
- Develop and coordinate special projects often requiring complex field and scientific studies and investigations; develop methods and schedules; perform document quality control; prepare all required reports.
- Manage assigned aspects of environmental programs including ensuring permit requirements are met and tracking and overseeing implementation of new regulations; ability to serve as a liaison with regulatory Agencies for regulatory compliance and inspections; create and submit compliance and administrative reports.
- Processes permit renewals, amendments and revision requests; responds to internal and external data requests.
- Manage studies involving the use of outside services; oversees Contractor's work by organizing meetings, overseeing field operations, and reviewing draft reports and data.
- Oversee logistical and technical meetings; collect data, process reports and data, and prepare concise and understandable summaries.
- Review and analyze proposed and final regulations for their impact on District's environmental compliance programs and operations; recommend and implement approved changes to standard operating procedures as a result of regulatory changes; schedule and conduct meetings with applicable regulatory Agencies to discuss permitting, monitoring, enforcement and regulatory changes.
- Identify opportunities for improving methods and procedures; review with appropriate management staff, assist in implementation of improvements.
- Keeps informed of major environmental issues and regulations that impact the water/wastewater industry through conferences, workshops, seminars and publications; participates in technical industry stakeholder groups.
- Prepares presentation materials and conducts Operator training on environmental compliance; develops compliance guidance documents.
- The incumbent, while exercising their authority, shall abide by and promote the District's values and beliefs and adhere to the District's ethics policy.
- Facilitate department, District-wide, and/or inter-Agency meetings.
- Represent the District effectively with other Agencies, organizations and individuals.

EXPERIENCE AND QUALIFICATIONS STANDARDS:

- Graduation from an accredited four-year college or university with a bachelor's degree in civil engineering; or an equivalent combination of training and experience.

- Additional course work in water related topics such as cross-connection, water treatment, and water distribution are highly desirable.
- A valid California Driver's License and the ability to maintain insurability under the District's vehicle insurance policy.
- **Assistant Engineer:**
 - Minimum of one (1) year in a civil engineering position.
 - EIT (preferred); EIT must be obtained within the first year of employment.
- **Associate Engineer:**
 - Five (5) years of progressively responsible experience providing professional support to an engineering program or two (2) years of experience as a registered engineer at the Assistant Engineer level with the District.
 - Maintains a clear, active license as a Professional Civil Engineer in the State of California.

KNOWLEDGE OF:

- Engineering problem solving and analysis;
- Theory, principles and practices of engineering design and construction;
- Principles and techniques of project management;
- Public relations;
- Organizing data, establishing schedules for reporting and permit applications;
- Computer applications and modern business equipment pertaining to the work, including word processing, spreadsheet analysis, Bluebeam (preferred), CAD/GIS (preferred), and hydraulic modeling (preferred);
- Principles of hydraulics;
- General procedures, methods, tools, and equipment used in the installation and maintenance of water and wastewater systems;
- Use of materials, tools, and equipment related to water and wastewater system construction and maintenance.
- General understanding of various water and sewer treatment processes;
- Major environmental issues and regulations that impact the water/wastewater industry

ABILITY TO:

- Estimate material and equipment needs;
- Evaluate potential construction and operational risks, materials and project costs, and provide recommendations for mitigation measures;
- Make clear and effective presentations in public settings;
- Communicate clearly and concisely in oral and written form using appropriate grammar and syntax;
- Provide effective support to engineering and operations project administration;
- Maintain accurate schedules and records;
- Work independently without close supervision;
- Deal tactfully and professionally with the public and private construction representatives;

- Meet the physical requirements necessary to safely and effectively perform required duties;
- Establish and maintain effective and positive work relationships with those contacted in the course of work;
- Operate District computer systems, including spreadsheets, word processing, PDF Editor (Bluebeam preferred), GIS (preferred), ACAD (preferred), and other related programs.
- Understand and apply those aspects of federal, state, and local laws, regulations, policies, procedures, and Standards pertaining to assigned areas of responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

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 job functions.

Physical:

While performing the duties of this job, the employee is regularly required to stand and sit; talk and hear, both in person and by telephone; use of hands to finger, handle, feel objects or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.

Mental Conditions:

While performing the duties of the position, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve difficult problems; use math/mathematical skills; perform detailed work under changing, intensive deadlines, on multiple, concurrent tasks; work with interruptions; and interact with officials, outside engineers, Contractors and the public.

Environmental:

The employee usually works under typical office conditions where noise level in the work environment is moderately quiet. Employees may occasionally be required to work outside, exposed to climatic conditions, where the noise level may be loud.

Vision:

See in the normal visual range with or without correction; vision sufficient to see computer screens and printed documents and to operate assigned equipment.

Hearing:

Hear in normal audio range with or without correction.

Job Status: Exempt

Date Modified: July 2025