



# Rubidoux Community Services District is Hiring for: Assistant Engineer/Associate Engineer (DOQ)

**Annual Salary & Generous Benefits**

**Assistant Engineer: \$100,568 - \$128,336**

**Associate Engineer: \$131,560 - \$167,876**

## **The District:**

Rubidoux Community Services District (RCSD) was formed in 1952 to provide essential public services to the unincorporated community of Rubidoux in Riverside County. Today, the District continues to serve the same service area, which is now fully within the incorporated City of Jurupa Valley.



RCSD is governed by a five-member Board of Directors elected at-large. Board members must reside within the District's service area and serve four-year terms. The Board provides policy direction to the General Manager, who is responsible for the day-to-day operations of the District.

RCSD currently provides water, wastewater, fire protection, trash collection, street lighting, and weed abatement services to approximately 39,000 residents. The District delivers approximately 2.4 billion gallons of drinking water annually. Over the past decade, customer water use has averaged about 100 gallons per person per day. This supply is sourced from local groundwater, helping to maintain reliable service and keep costs affordable for the community.





## **The Position:**

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) responsible for performing a variety of professional-level civil engineering duties. These responsibilities include Operations support ensuring compliance with water quality regulations, permitting requirements, and reporting obligations. The role supports various operational functions of the District and involves both technical and project management tasks. Additionally, the engineer assists with planning, design, construction administration, and closeout of water and wastewater infrastructure projects. The position also involves developer coordination and oversight, including planning, coordination, and field observation.

## **Distinguishing Characteristics:**

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 Functions:**

The Engineering Division plays a central role in supporting engineering and operations including critical regulatory and permitting activities to ensure the District complies with a wide array of environmental and safety regulations. This includes preparing reports and coordinating with agencies such as the AQMD, RWQCB, DDW, SWRCB, and EPA. Staff oversee compliance activities related to air quality, hazardous waste, water quality, and stormwater management, and participate in audits and inspections. They also manage special studies and projects; process permit renewals and ensure that operational activities align with evolving regulatory requirements. Keeping up to date with changes in legislation and maintaining compliance tracking systems are also essential components of this role. They conduct research to determine design requirements, perform complex engineering analyses, and serve as project managers, ensuring that projects meet District standards and regulatory requirements.

In addition to critical regulatory and permitting activities, they perform engineering design, construction support, respond to customer requests, oversee development activities, and the District's Capital Improvement Projects (CIP). This



includes planning, designing, and managing the construction of water and wastewater facilities. Engineers are responsible for preparing technical documents such as construction drawings, cost estimates, and specifications, as well as reviewing reports and calculations by others. Employees in these roles are expected to represent the District in meetings with other agencies, conduct training for operators, and provide public presentations as needed. They serve as technical liaisons and maintain open communication with regulatory bodies, consultants, and the public. The position demands strong analytical skills, attention to detail, and the ability to work collaboratively while promoting the District's values and ethical standards. Staff must be prepared to respond to emergency situations, meet physical and environmental demands of the role, and perform additional duties as assigned to support District goals.

### **Ability to:**

The responsibilities of this position require the ability to accurately estimate material and equipment needs, as well as to evaluate potential construction and operational risks. This includes assessing project costs, identifying appropriate materials, and recommending mitigation measures to minimize impacts. Effective communication is critical, as the role involves making clear and concise presentations in public settings and producing well-written reports and documentation with proper grammar and syntax. Responsibilities also include maintaining accurate schedules and records while working independently with minimal supervision.

Professionalism and interpersonal skills are essential in dealing tactfully with the public and representatives from the construction industry. The ability to meet the physical demands of the job is necessary to perform required duties safely

and efficiently. Establishing and maintaining positive work relationships is also vital, especially with individuals encountered during daily assignments. The position requires competence in using District computer systems, including the following software: Excel, Word, PDF editing (Bluebeam preferred), GIS, and other relevant programs used in engineering and operations. A strong understanding and application of federal, state, and local laws, regulations, policies, procedures, and standards relevant to the assigned responsibilities are essential. The role also demands excellent organizational skills, including the ability to independently set priorities, manage multiple deadlines, and ensure follow-through on assignments. Using sound judgment, tact, initiative, and prudence within established policies and legal guidelines is a key expectation, enabling effective and efficient decision-making in the course of work.

### **Education and Experience:**

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.

**Assistant Engineer:** Minimum of one (1) year in a civil engineering position.

**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.

### **License and Certification:**

A valid California Driver's License and the ability to maintain insurability under the District's vehicle insurance policy.



**Assistant Engineer:** Maintains existing EIT or is able to secure EIT within the first year of employment.

**Associate Engineer:** Maintains a clear, active license as a Professional Civil Engineer in the State of California.

### **Physical, Mental, and Environmental Requirements:**

The characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical:** Employees are regularly required to use repetitive motion for keyboard use and writing; frequently grasp, reach overhead, hold and reach; sit for long periods of time; occasionally walk, use staircases, stand, kneel, stoop and bend. occasionally lift and carry up to 25 pounds or 60 pounds with assistance; constantly use overall vision; and frequently hear and talk, in person and on the phone.

**Mental:** Employees should possess the ability to speak, read, and write English, in addition to exercising math and computer aptitude as required. Employees work under pressure with frequent interruptions while communicating and interacting with a variety of District personnel, the public, and others encountered in the course of work. The ability to explain, interpret, and apply related rules, regulations, policies and procedures; and work on multiple concurrent assignments, often within tight timeframes using good business judgment is necessary.

**Environmental:** Employees primarily work in a temperature-controlled office environment subject to typical office noise and settings. Incumbents are expected to use principles of

effective safety practices including the use of equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintaining safe personal and common workspaces. RCSD is a tobacco free campus prohibiting smoking and the use of smokeless tobacco products, e-cigarettes, and unregulated nicotine products in any District vehicle and building, which includes any building owned and occupied, or leased and occupied, by the District.

### **Compensation & Benefits:**

The actual salary range shall be determined by the final candidate's qualifications and experience. The benefits can be located at: <https://www.rcsd.org/district-benefits>.

### **How to Apply:**

This position will close on Friday, July 17, 2026, at 5:00 p.m. Applications may be submitted in person at 3590 Rubidoux Blvd. Jurupa Valley, CA. 92509, by mail at the address listed, or via email at [hr@rcsd.org](mailto:hr@rcsd.org). A completed RCSD application must accompany all resumes.

For questions, please contact RCSD at 951.684.7580 or [hr@rcsd.org](mailto:hr@rcsd.org).

Applications can be located at: <https://www.rcsd.org/employment-ccbfafd>