



## **RUBIDOUX COMMUNITY SERVICES DISTRICT**

### **JOB TITLE**

Assistant Engineer

### **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

The Assistant Engineer is an advanced working-level engineering class position in the water and wastewater utility department of Rubidoux Community Services District. Under general supervision and direction, which may come from the General Manager, Assistant General Manager or District Engineer, the Assistant Engineer works within the framework of District policies and procedures. Position will involve two main functions: 1) various engineering activities to support customer inquiries, development activities, and implement District Capital Improvement Projects, and 2) regulatory and permitting activities associated with operational functions of the District. Area of responsibilities may be general or specific in nature and may involve overseeing the work of assigned technical support personnel, and coordinating in a collaborative, cooperative and professional manner with District staff, customers, Board Members, regulators, and other industry professionals.

**TYPICAL DUTIES** – *May include, but are not limited to, the following:*

#### **A. Engineering activities in support of customers, development activities and District CIP:**

- Perform engineering planning and design for capital construction and improvement programs;
- Prepare or causes to be prepared by consulting engineers, plans and specifications for the construction of a variety of water, wastewater, and other District facilities;
- Research and identify project design requirements (both for new development projects and District CIP projects);
- Perform engineering calculations - hydraulics, surveying, treatment processes; structural;
- Serve as project manager for facilities expansion and/or refurbishment projects designed in-house and / or by engineering consultants;
- Generate reports and specifications for the construction of District facilities;
- Provide engineering support for construction work-in-progress, including 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;
- 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, 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 manage consultants to perform the plan check function;
- Coordinate engineering design projects with other departments and agencies;
- Prepare assigned special engineering studies, cost estimates, correspondence, records, files and reports; write in a clear and concise manner;
- 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 his/her 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 Assistant General Manager, District Engineer, 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 his / her 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.

### **EMPLOYMENT STANDARDS**

- Graduation from a four-year college or university with a 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.
- Minimum of five recent years in an analyst/engineering support position.
- A valid California Driver's License and the ability to maintain insurability under the District's vehicle insurance policy.

### **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 pertaining to the work, including word processing, spreadsheet analysis, CAD/GIS, and hydraulic modeling;
- 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;
- Make clear and effective presentations in public settings;
- Write clearly and concisely using accurate grammar and context;
- 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 work relationships with those contacted in the performance of required duties;
- Operate District computer systems, including spreadsheets, word processing, and other related programs.

## **ENVIRONMENTAL/PHYSICAL REQUIREMENTS**

### 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

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.

Job Status: Exempt

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