



CENTRAL MARIN SANITATION AGENCY

1301 Andersen Drive | San Rafael, CA 94901 | 415.459.1455 | FAX: 415.459.3971

JOB DESCRIPTION: ASSISTANT ENGINEER

SUMMARY

Under direction of the Technical Services Manager, performs engineering, project management, construction management, and other engineering or technical services for the Agency. Makes calculations, performs design work, administers contracts, maintains records, conducts studies regarding capital projects and treatment plant processes, and performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This is the entry-level non-registered classification in the engineering series. Duties include, but are not limited to, the following:

- Serves as project engineer on assigned Agency planning and design projects: leads intra-Agency project teams, prepares consultant selection documents, reviews consultant submittals, and actively manages projects.
- Serves as Agency representative and inspector on assigned Agency construction projects: conducts and documents onsite inspections; coordinates design changes in the field; reviews and recommends approval of progress payments; and prepares or approves as-built record drawings.
- Evaluates, plans, and designs modifications to wastewater facilities: identifies, analyzes, and evaluates alternatives, and makes recommendations.
- Researches new technologies, products, equipment, codes and regulations, and prepares reports with alternative analyses.
- Provides engineering and technical support to Agency teams and other departments.
- Prepares contract documents for equipment procurement, consultant studies, and maintenance contracts, and manages consultant and contractor activities as assigned.
- Meets with industry organizations, multi-agency committees, professional groups, and the public.
- Establishes and maintains positive working relationships with Agency management and staff, local and regulatory agencies, contractors, consultants, and the public.
- Participates in special projects as assigned.
- Maintains accurate records and files, including electronic and paper record drawings.
- Prepares and maintains records of correspondence, reports, procedures, and other engineering work products.
- Provides support to the Agency's Pollution Prevention and Pretreatment Programs as needed.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities. May act as team leader for assigned Agency teams, and as such, may coordinate or oversee the work of other Agency staff.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education

Equivalent to a bachelor's degree (B.S.) from a four-year ABET-accredited college with major coursework in civil engineering or related field of study. Graduate engineering degree is desirable.

Experience

No experience is required. However, one or more years' experience in an engineering field is desirable.

Interpersonal Skills

Ability to work cohesively in a team setting. Ability to interact with others (co-workers, supervisors, vendors, and members of the public) in a professional manner; to accept constructive criticism from supervisors and peers; to recognize the need for, and to seek, assistance or clarification as needed; to work independently; to handle work-related stress in a professional manner; to prioritize assignments and meet deadlines; successfully balance life demands with work demands; to arrive at work as scheduled and to work the hours as agreed upon and scheduled.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions.

Mathematical Skills

Ability to carry out routine engineering calculations related to wastewater treatment process control parameters and engineering design including surveying, open channel and pressure pipe hydraulics, mass balance, and engineering economics.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical information in mathematical or diagram form and deal with a variety of abstract and concrete variables; to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems; ability to deal with verbal and nonverbal symbolism such as formulas, scientific equations, graphs, etc.

CERTIFICATES, LICENSES, REGISTRATIONS

Possess an Engineer-In-Training Certificate, or obtain it during the probationary employment period with the Agency. Failure to obtain and/or maintain this certification may result in loss of employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The job duties require sitting, standing, walking on level and unlevel surfaces, reaching, twisting, turning, kneeling, bending/stooping, crouching, grasping, and making repetitive hand movements in the performance of daily duties. The employee must be able to lift and/or move up to 20 pounds above the head, and up to 50 pounds to waist height.

Specific vision ability required by this job includes the ability to see clearly at 20 inches or less, at 20 feet or more, to judge distances and spatial relationships to see objects where and as they actually are, and

to adjust the eye to bring an object into sharp focus.

Examples of the physical demands for this position, including their activity and duration, are available from Administration.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job.

The employee typically works in an office environment with moderate noise levels, temperature controlled conditions, and no direct exposure to hazardous physical substances. While performing field duties of this job, the employee is occasionally exposed to wet and/or humid conditions, outdoor weather conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, the risk of electrical shock, or to vibration. The noise level in the field work environment is usually moderate, with occasional exposure to loud equipment.

SPECIAL REQUIREMENTS

There are no special requirements for this job.

RIGHT TO WORK DOCUMENTATION

Before being hired, all new employees will be required to show documentation as proof of authorization to work in the United States.

Job Title:	Assistant Engineer
Department:	Technical Services
Reports To:	Technical Services Manager
FLSA Status:	Non-Exempt
Revision Date:	April 2018