JOB DESCRIPTION

TITLE: Assistant Domestic Water Engineer  SECTION: Urban Water

DEPARTMENT: Engineering  SRN 39:

REPORTING RELATIONSHIP:

Reports to: Senior Engineer

Supervises the following positions: Not Applicable

DEFINITION: Under direction, performs professional civil and mechanical engineering work related to the design and construction of District Domestic water facilities. Provides project supervision over engineering staff assigned to projects.

ESSENTIAL FUNCTIONS:

1. Prepares and performs contract administration of domestic water construction projects, wells, reservoirs, booster stations and other related projects. This includes preparation of bid documents, Board authorizations, contract summaries, negotiations in changes of contract scope, monitoring design costs and overall project budget, resolution of claims, disputes and outstanding issues.

2. Performs project management on district domestic water related construction projects. Maintain quality assurance of consultant’s design, drawings and specifications to district requirements. Ensure that the inspection and quality assurance is performed on the construction and that project is completed within budget and on schedule.

3. Maintain documentation for both contract administration and project management that includes correspondences, meeting minutes, requests for information, submittal reviews and other activities on the construction project.

4. Prepares plans, designs and specifications for construction projects.

5. Prepares studies for planning of new facilities.

6. Coordinates survey, operations, inspections, consultants, and others pertaining to domestic water projects.

7. Coordinates and negotiates project work with developers, contractors public agencies, public utilities, local groups, cities and individual customers.

8. Uses computers to prepare Auto Cad Cybernet water model simulations, spread sheets, analyses, reports, contract summaries and memorandums.

9. Gather, research and compile raw data and related information for the preparation of reports and studies.
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MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification. And Possession of a valid Engineer in Training Certificate.

Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way would be to have 1 year of domestic water facilities experience.

Knowledge of: -Principles and practices of civil and mechanical engineering.
-Design of hydraulic structures used in domestic water.
-Principles and procedures of domestic water production, domestic water transmission, distribution and storage.
-Operational procedures and maintenance procedures utilized in domestic water systems.
-Mathematics, design methods, uses and strengths of construction materials, standard specifications, and pertinent regulations related to the design and construction of domestic water facilities and structures. Principles and practices of surveying and construction inspection including methods, materials, practices, equipment, laws and safety requirements related to domestic water engineering.

Abilities: -Perform engineering work in the design and construction of District domestic water structures and facilities.
-Perform project management as a resident engineer.
-Prepare comprehensive technical reports and recommendations.
-Maintain accurate documentation of construction projects.
-Work cooperatively with others.
-Communicate effectively both verbally and in writing.
-Solve difficult engineering problems utilizing a variety of analytical techniques, including computer modeling simulations.
-Prepare engineering estimates, plans and specifications for proposed district projects.

Education: Bachelor of Science in Civil or Mechanical Engineering or related field from an accredited college or university.
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PHYSICAL REQUIREMENTS:

1. Drives District vehicle to job sites including over rough terrain.

2. May work in extreme weather conditions including heat and rain.

3. Uses telephone and two-way radio to communicate.

See Human Resources for physical assessment form.