JOB DESCRIPTION

Coachella Valley Water District

DATE: June 4, 2013

TITLE: Associate Sanitation Engineer

SECTION: Urban Water

DEPARTMENT: Engineering

REPORTING RELATIONSHIP:

Reports to: Senior Engineer

Supervises the following positions: Not Applicable

DEFINITION: Under direction, performs complex professional engineering work related to the design and construction of District sanitation facilities and pipelines. Provides project supervision over engineering staff assigned to projects.

ESSENTIAL FUNCTIONS:

1. Prepares and performs contract administration of sanitation construction projects, treatment plants, pipelines and other related projects. This includes executing contract summaries, negotiations in changes of contract scope, monitoring design costs and overall project budget and resolution of claims, disputes and outstanding issues.

2. Performs project management on district sanitation related construction projects. Maintain quality assurance of consultant’s designs, 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 and specifications for construction projects.

5. Prepares studies for planning of new facilities.

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

7. Uses computers to prepare spreadsheets, analyses, simulations and process control.

8. Gather and compile raw data and related information for the preparation of reports and studies.

9. Provides lead supervision with Junior and Assistant Sanitation engineers.
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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 Certificate of Registration as a Civil Engineer issued by the State of California.

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 5 years of increasingly responsible sanitation facilities experience.

Knowledge of: -Principles and practices of civil engineering. -Design of hydraulic structures used in sanitation. -Principles and procedures of wastewater treatment, wastewater collection, and water reclamation. -Operational procedures and maintenance procedures utilized in wastewater systems. -Mathematics, design methods, uses and strengths of construction materials; standard specifications, and pertinent regulations related to the design and construction of District facilities and structures. -Principles and practices of surveying and construction inspection including methods, materials, practices, equipment, laws and safety requirements related to this area of engineering. -Principles of supervision and training.

Abilities: -Perform complex engineering work in the design and construction of District Sanitation structures and facilities. -Perform project management as a resident engineer. -Prepare comprehensive technical reports and recommendation -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. Prepare engineering estimates, plans and specifications for proposed district projects.

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

1. Drives District vehicle to job sites including over rough terrain.
2. May work in extreme weather conditions including heat and rain.

See Human Resources for physical assessment form.