JOB DESCRIPTION

Coachella Valley Water District

Date: September 7, 2005

Assistant Engineer, Stormwater

SRN 39:

OR

Associate Engineer, Stormwater

SRN 47:

ONE POSITION ONLY

DEPARTMENT: Engineering
SECTION: Stormwater/Flood Control

REPORTING RELATIONSHIP:

Reports to: Principal Stormwater Engineer

Supervises the following positions: Not applicable

DEFINITION: Under supervision, to plan, coordinate, schedule, direct and review difficult civil engineering functions involved in the planning, design, and construction of District Stormwater facilities and to do related work as required.

ESSENTIAL FUNCTIONS:

1. Oversees planning, design, and construction of District stormwater facilities.

2. Prepares and provides project supervision to engineering staff and outside engineering consultants in the writing of specifications and development of designs for the construction of District stormwater structures and facilities.

3. Prepares estimates of quantities of materials. Prepares plans, profiles, maps and related drawings for construction projects. Prepares contract documents to be used in advertising construction projects.

4. Administers construction contracts. Serves as resident engineer on construction projects.

5. Meets with developers and outside engineers to discuss concepts and general requirements for new projects. Reviews proposed subdivision applications to determine conditions to be imposed by planning agencies. Reviews grading plans for conformance with Riverside County Ordinance 458 for flood plain management.

6. Assists contractors, general public and other governmental agencies with questions relating to stormwater.

7. Assists in preparation of annual budget for consideration by District Board of Directors.

MINIMUM QUALIFICATIONS:
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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 for the Assistant Stormwater Water Engineer position. The Associate Stormwater Engineer position requires possession of a valid certificate as a Civil Engineer issued by the State of California.

Experience: Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. The Associate Stormwater Water Engineer position requires at least five years of increasingly responsible experience related to stormwater and flood control facilities.

MINIMUM QUALIFICATIONS (Cont.):

Knowledge of:  
- Principles and practices of civil engineering.  
- Design of a wide variety of engineering projects including hydraulic structures used in flood control and related areas.  
- Mathematics, design methods, uses and strengths of construction materials.  
- Standard specifications and effects of a variety of soil and foundation conditions.  
- Pertinent regulations related to the design and construction of District Stormwater 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 civil engineering.  
- Computer programs including, HEC series, spreadsheets, and project management.

Abilities:  
- Prepare engineering estimates, plans, and specifications for proposed District projects.  
- Perform complex engineering work in the design and construction of District stormwater structures and facilities.  
- Conduct technical engineering research work.  
- Prepare detailed analyses and comprehensive technical engineering reports and recommendations.  
- Work cooperatively with others.  
- Communicate effectively both verbally and in writing.

Education: Bachelor of Science in Civil Engineering or related field, including advanced studies in hydrology and flood control.

PHYSICAL REQUIREMENTS:

Driving: Moderate
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See Human Resources for physical assessment form.