

JOB DESCRIPTION

COACHELLA VALLEY WATER DISTRICT

Date: October 15, 2021

TITLE: Associate Engineer

SECTION: Domestic Water and
General District

DEPARTMENT: Engineering

SRN: A-49

REPORTING RELATIONSHIP:

Reports to: Domestic Water and General District Engineering Manager

Supervises the following positions: Not Applicable

DEFINITION: Under general direction, plans, coordinates, and performs complex professional engineering work related to the design and construction of CVWD domestic water and general district facilities and pipelines and performs other related work as required.

ESSENTIAL FUNCTIONS:

1. Prepares and performs contract administration of domestic water and general district construction 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. Prepares concise and accurate scopes of work for identified domestic water and general district projects in the Capital Improvement Program.
2. Performs project management on CVWD domestic water and general district related construction projects. Maintains quality assurance of consultant's design, drawings, and specifications to CVWD requirements. Ensures that the inspection and quality assurance is performed on construction sites, and that projects are completed within budget and schedule. Prepares accurate estimates of costs, time frames, personnel resources, and performs other activities related to project management.
3. Researches, prepares, and reviews designs, plans, and specifications for the construction and installation of domestic water and general district projects and facilities.
4. Coordinates the construction and installation of new domestic water and general district projects and facilities, and reports the progress to management personnel in meetings and/or written reports.
5. Identifies deficiencies in CVWD's facilities based on research and communications with CVWD personnel, and then prepares reports and technical memoranda describing the deficiencies with recommended corrective actions.
6. Prepares accurate Board action item documents to successfully obtain authorization to design, construct, or make changes to projects listed in the Capital Improvement Program.
7. Performs site inspections to ensure compliance with construction documents.

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8. Maintains documentation for both contract administration and project management tasks that includes correspondences, meeting minutes, requests for information, submittal reviews, and other activities on construction projects.
9. Prepares studies for planning of new facilities.
10. Coordinates and negotiates project work with developers, contractors, consultants, public agencies, engineers, public utilities, local groups, cities and individual customers to successfully complete projects.
11. Provides lead supervision with Assistant Engineers.
12. In coordination with the Development Services branch and the Engineering Manager, meet 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.
13. Coordinates work with other groups such as Environmental Services, right-of-way, surveying, drafting, Operations and other departments pertaining to domestic water and general district projects.
14. Helps prepare annual budgets for capital improvements for Domestic Water and General District facilities.
15. Ability to prepare spread sheets, analyses, simulations and process control. Conducts research and analyzes raw data and related information for the preparation of reports and studies.
16. Conducts computer hydraulic modeling of CVWD's distribution system, interprets the results, and presents the findings in letter format.
17. Seal and stamp hydraulic modeling studies, trench design calculations, engineering reports, engineering plans, and project specifications as the registered engineer having Responsible Charge for reviewing/preparing these documents.
18. Initiates and assists with the preparation of CEQA and environmental documentation for the replacement, rehabilitation, upgrade, construction, and installation of domestic water and/or general district projects.
19. Coordinates the application of state and/or federal loans and grants by coordinating activities with consultants, engineers, right of way, and other agencies in order to complete any and all applications.

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20. Performs duties as assigned.

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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.

Possession of a valid License as a Professional Engineer in Civil Engineering in the State of California is required.

Possession of a valid certificate of registration as a Certified Construction Manager, (CCM). Must obtain a CCM registration within three years of hire.

Education and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities. A typical candidate would have five years of increasingly responsible domestic water engineering experience. In addition, a typical candidate would have successfully completed a Bachelor of Science in Civil Engineering or related field from an accredited college or university.

Knowledge of:

- Principles and practices of civil and mechanical engineering.
- Design of hydraulic structures used in domestic water facilities.
- 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.
- Hydraulic modeling software and techniques - Geographic Information Systems and its uses.
- Understanding of CEQA and NEPA requirements for projects
- Applicable software applications used in the engineering industry

Abilities:

- Perform engineering work in the design and construction of domestic water structures and facilities.
- Perform project management from planning through construction
- Prepare comprehensive technical reports and recommendations.

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- Work cooperatively with others.
- Communicate effectively both verbally and in writing.

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Abilities (continued):

- Solve difficult engineering problems utilizing a variety of analytical techniques, including computer modeling simulations.
- Prepare engineering estimates, plans and specifications for proposed district projects.
- Apply principles and practices related to budget preparation, CIB development.
- Allocate resources effectively for execution of Capital Improvement Projects.
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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.
4. Operates computer workstation.
5. Sits for prolonged periods of time.

See Human Resources for physical assessment form.