



COACHELLA VALLEY WATER DISTRICT
invites applications for the position of:

Assistant OR Associate Engineer - Sanitation/Non-Potable

SALARY: \$7,414.00 - \$12,295.00 Monthly
DEPARTMENT: Engineering
DIVISION: Sanitation/Non-Potable Water/Electrical
OPENING DATE: 11/01/22
CLOSING DATE: Continuous
JOB SUMMARY:

TITLE: Assistant OR Associate Engineer
SRN A41: \$7,414-\$10,210, Monthly, Exempt
SRN A49: \$8,891 - \$12,295, Monthly, Exempt
 Bargaining Unit: CVWDEA
 DEPARTMENT: **Engineering**
 Division: **Sanitation/Non-Potable**
REPORTING RELATIONSHIP:
Reports to: Engineering Manager
Supervises the following positions: N/A

**THIS POSITION WILL RECEIVE A COST OF LIVING INCREASE RANGING FROM 2-5%
EFFECTIVE JANUARY 1, 2023.**

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:

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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 spread sheets, 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.

Please visit www.cvwd.org/175/Job-Descriptions for the full job description.

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

Assistant: Possession of a valid Engineer in Training Certificate.

Associate: Possession of valid License as a Professional Engineer in the State of California is required.

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

CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:

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.

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.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://cvwd.org>

75515 Hovley Lane East
Palm Desert, CA 92211

Position #2020-00176
ASSISTANT OR ASSOCIATE ENGINEER -
SANITATION/NON-POTABLE
FN

Assistant OR Associate Engineer - Sanitation/Non-Potable Supplemental Questionnaire

- * 1. Do you possess, or have the ability to obtain, a valid "C" class California Driver's license?
 Yes No
- * 2. Do you have a Bachelor of Science in Civil Engineering or a related field?
 Yes No
- * 3. Do you possess a valid license as Professional Engineer in the State of California?
 Yes No
- * 4. Do you currently possess a valid Engineer in Training Certificate?
 Yes No
- * 5. Are you currently in possession of a valid certificate of registration as a Certified Construction Manager, (CCM)?
 Yes No
- * 6. If you are currently not a Certified Construction Manager, (CCM) do you understand

that you must obtain a CCM registration within three years of hire?

Yes No

* 7. Please explain how you have five years of increasingly responsible sanitation facilities experience.

* Required Question