



MARIN MUNICIPAL WATER DISTRICT

Assistant Engineer - Civil

DEFINITION

Under direction, performs professional engineering work directly and indirectly related to the planning, design, construction, operation and maintenance of water system facilities; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the class of Junior Engineer by the assignment of more responsible professional tasks and the relatively greater degree of independence with which such tasks are performed. In addition, an incumbent of this class may be assigned to oversee a portion of the daily operation of the engineering office serving as the initial contact for the general public, vendors, private engineers, architects and developers.

EXAMPLES OF DUTIES

Typical duties may include but are not limited to the following:

- Performs professional engineering work related to the preparation of plans and specifications for pipelines, pump stations, tanks, water treatment, and other water system facilities;
- directs the inspection of and may inspect contract construction for compliance with approved plans and specifications;
- prepares economic and engineering studies;
- assists in the long range planning of pipelines, pump stations, tanks, water treatment, and other water system facilities;
- may serve as project engineer on construction projects;
- may analyze and work with developers on pipeline extension requirements;
- gathers, compiles and analyzes engineering and statistical data;
- may prepare operational manuals and recommend procedures;
- may prepare or assist in the preparation of employee performance evaluations;
- interprets and applies safety rules and regulations to work assignments.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Engineering principles, practices and methods applicable to the planning, design, construction, operations and maintenance of a variety of water system projects;
- engineering office procedures;
- preparation of project budget and schedule information and materials;
- specification and technical report writing and estimate preparations;
- proper spelling, grammar, punctuation and writing practices;
- construction practices and materials.

Ability to:

- Prepare accurate plans, specifications, cost estimates and engineering reports;
- make accurate engineering computations and drawings;
- maintain neat and organized records of work performed;
- use a computer to perform various tasks such as spreadsheets, word processing, data base applications;
- establish and maintain effective working relationships with those contacted in the course of work;
- understand and carry out written and oral instructions;
- depending upon job assignment, drive a vehicle;
- travel to alternative work locations and offsite meetings.

Training and Experience: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- A Bachelor's degree in Civil Engineering curriculum which is accredited by the Engineers' Council for Professional Development; and,
- a California Engineer-in-Training Certificate; and,
- two years of professional engineering experience.

OTHER REQUIREMENTS

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

LICENSES AND/OR CERTIFICATIONS

- Possession of or the ability to obtain an appropriate California driver's license issued by the State Department of Motor Vehicles and satisfactory driving record.

PHYSICAL DEMANDS AND WORKING CONDITIONS

During the course of performing job duties the employee will need the mobility to work in a standard office setting, operate equipment, which may include office and/or field equipment, or specialized instruments or tools requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. While working in the field the employee may walk on uneven or un-level ground surfaces such as hills, slopes, ditches or trenches, on or in tanks, and may work at heights up to ten to twelve feet climbing ladders or stairs. The employee is occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials and other packages or equipment weighing up to 10 to 25 pounds. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a computer screen.

The noise level in the work environment is quiet to moderate noise. The employee is exposed to outdoor temperature, humidity, wetness and dust. The position may require the ability to work overtime and weekends as needed.

Employees who drive on District business to carry out job-related duties must possess a California driver's license for the class of vehicle driven and meet automobile insurability requirements of the District including review of a recent DMV history. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.

Established: June 1998
Revised: October 2008
Approved by: Human Resources Manager