

## **HUMBOLDT COMMUNITY SERVICES DISTRICT JOB DESCRIPTION:**

### **ASSISTANT ENGINEER**

Effective February 1, 2021

#### **Definition:**

This salary-exempt classified position, performs a variety of professional engineering services for District operations and customers ranging from water pressure calculations to system and facility design, operations management, and project management; responsibilities include planning and designing, project management and inspection for water storage, transmission and distribution facilities and sewage collection, treatment and disposal facilities; and performs other work as required.

#### **Distinguishing Characteristics:**

The Assistant Engineer performs journey level professional and technical engineering work with a moderate degree of difficulty in the design, construction and operation of District water and sewer systems and facilities. The position has a high level of contact with the professional staff from various departments of the District, other governmental agencies, general public, developers, private professionals and contractors.

#### **Supervision Received/Exercised:**

Receives general direction from the General Manager. The Assistant Engineer provides consultation, and collaborates with Engineering Staff, Engineering Service Representatives, Operations Staff, Construction Staff, Customer Service Staff, and other District staff.

#### **Examples of Essential Duties:**

Performs detailed design of water and sewer facilities including directing drafting and computer aided design (CAD) work preparation of detailed construction estimates, material requisitions, and master plans of water and sewer facilities; inspects and/or supervises construction and operations project work as required; prepares schedules, cost and budgetary estimates on District projects; tracks schedules, costs and budgets of District projects; provides information to the general public and responds to and follows through on customer service calls; drafts new standards and specifications as required; performs code enforcement; conducts reviews and responds to engineering studies, including California Environmental Quality Act (CEQA) and National Environmental Protection Act (NEPA) reports; prepares material and construction contract packages and proposals, prepares Request For Proposals (RFP's); conducts water supply and sewage collection/treatment/disposal feasibility studies and master planning; and participates in a variety of professional committees; attends Board of Director meetings, prepares and presents staff reports for consideration by the Board and other duties as assigned. Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the District's ability to provide critical public services impacting public health.

**Qualifications:**

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

**Education/Experience:**

Sufficient experience and education as a professional engineer to perform the duties of an Assistant Engineer. A typical way of obtaining the required qualifications is to possess the equivalent of two years of practical experience in an engineering position and a Bachelor's degree in civil or mechanical engineering from an accredited college or university.

**Knowledge/Skill/Ability:**

Knowledge of: principles, methods, materials and equipment used in professional engineering design, drafting, and inspecting water and sewer facilities including transmission and distribution systems, storage tanks, pump stations, treatment plants and facilities, and engineering alternatives to traditional capital facilities; industry construction methods and materials; hydraulic modeling; computer operations, software, and programs that assist in engineering work; District policies, procedures and issues; general understanding and knowledge of District, County, and State codes and ordinances including building and plumbing code.

Ability to: provide critical thinking to assigned projects; troubleshoot issues and provide fail safe options; operate equipment, inspect facilities, and conduct field operations; work rotating shifts, weekends, holidays and remain available in the event of an emergency; maintain effective working relationships.

**License/Certificate:**

Possession of a valid Class C California driver's license. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates.

Possession of a valid Engineer-in-Training certificate issued by the State of California Board of Registration for Professional Engineers. Five per cent (5%) additional salary with Professional Engineer registration.

**Working Conditions/Physical Requirements:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing and reviewing construction plans, statistical reports and data, and using a computer keyboard. Additionally,

the position requires near and far vision in reading reports, reviewing plans and blueprints, and using the computer. When visiting construction sites or existing District facilities the position will require walking on uneven and slippery surfaces, climbing ladders or stairwells, exposure to all weather conditions, dust and pollen, and potential mechanical and heavy equipment hazards.

**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."

---

**Employee Acknowledgement:**

I acknowledge and understand that receipt of this job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know no limitations which would prevent me from performing these functions with or without reasonable accommodation. I further understand that it is my responsibility to inform the General Manager at any time that I am unable to perform these functions.

The specific statements shown in each section of this job description are not intended to be all inclusive. They represent typical elements and criteria necessary to successfully perform the job. Job duties, tasks, work hours, and work requirements may be changed at any time. Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the District. My signature below confirms that I have read and understand this job description.

I have reviewed this Job Description with the General Manager, fully understand it, and freely agree to its terms.

---

Employee Signature

---

Date