

JURUPA COMMUNITY SERVICES DISTRICT PROJECT ENGINEER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under direction of the Senior Project Manager, provides highly responsible complex staff assistance involving professional civil engineering work associated with the planning, design, coordination and construction of public water and sewer capital and/or maintenance projects.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.

Perform a variety of technical civil engineering work; draft construction improvement plans for water and sewer capital and/or maintenance projects; prepare drawings, sketches, illustrations and graphic materials for presentations.

Review plans and specifications for water, sewer capital and/or maintenance projects and developer projects for compliance with District standards.

Provide assistance to engineers, outside consultants, developers, municipalities and the general public; assist in the design and drafting of water and sewer main lines.

Provide assistance in the maintenance and updating of atlases for the District's water and sewer line locations and facilities. Produce and check mathematical calculations related to surveying, drafting and basic engineering.

Assist in the development and maintenance of plans and maps, prepare, assemble and distribute copies of maps, charts and blueprints as required. Prepare engineering calculations as appropriate.

Provide assistance in the administration of contracts; oversee, prepare and/or review construction plans and bid specifications for District capital improvement projects.

Prepare legal descriptions, right-of-way drawings, right of entry documents and easements.

Answer questions and provide information to the public concerning engineering activities.

Prepare work orders, change orders and review and approve invoices submitted by contractors, prior to final execution by the Manager of Engineering.

Attends and conducts bid openings, participates in the inspection of work in process and completed work and acts as project manager on District water and sewer capital and/or maintenance projects.

Perform related duties and responsibilities as required.

QUALIFICATIONS GUIDELINES

Knowledge of:

- Basic engineering principles and practices.
- Principles of drafting and specification preparation.
- Methods and techniques of design, construction and installation of public water and sewer facilities.
- Engineering maps and records.
- Operational characteristics of a geographic information system.
- Basic methods and techniques of drafting, design and graphics.
- Computer-aided drafting equipment and techniques.
- Legal property descriptions; engineering symbols and terminology; engineering mathematics, including trigonometry.

Ability to:

- Perform routine engineering drafting work.
- Interpret and apply state and local policies, procedures, laws, codes and regulations.
- Prepare and maintain accurate engineering records.
- Read and interpret plans and maps.
- Establish, maintain and update a database for District water and sewer facility information.
- Perform various design and drafting duties utilizing graphical skills.
- Prepare clear and concise letters and reports.

Physical Requirements

Employees must meet the following requirements, which are necessary to successfully perform the essential functions of this position.

Communicate orally and by telephone with management, co-workers, and the public in face-to-face, one-to-one, and group settings; use office equipment such as computer terminals; sit for extended periods of time; have hearing and vision within normal ranges; carry, push, reach and lift up to 50 pounds; occasionally stoop, kneel or crouch; sufficient manual dexterity to operate office equipment; occasionally may need to walk on uneven terrain; occasionally may work in an outdoor environment with possible exposure to harsh weather conditions, heavy equipment, dust, noise, and potentially hazardous substances.

Special Requirements

Bachelor's Degree from an accredited college or university with a major in civil engineering.

Four years progressively responsible experience in civil engineering work, at least two of which involved water and sewer collection facilities.

Possession of a registration as a Professional Engineer in California is considered a desirable qualification, but is not required.

Possession of a valid California driver's license Class C and a satisfactory driving record.

Possession of or ability to obtain certification from District provided CPR/First Aid Training.

Must be willing to assume responsibility for 24-hour operations in assigned area of responsibility, to respond to emergency situations in off hours as required, and to carry a pager and cell phone.

FLSA / NON EXEMPT
Range 62