

SOUTH ORANGE COUNTY WASTEWATER AUTHORITY

CLASSIFICATION STATEMENT

TITLE: Associate Engineer

DIVISION: Engineering

SALARY RANGE: 45 \$58.40 - \$74.60 Hourly
\$121,472 - \$155,168 Annually

DEFINITION:

Under supervision by the Capital Improvement Program Manager(CIP Manager), directs, manages, supervises, and coordinates the activities and operations of the assigned division; determines engineering and technical objectives; ensures regulatory compliance; coordinates assigned activities with other units, groups, and outside agencies; and provides highly responsible and complex administrative support to the CIP Manager.

Distinguishing Characteristics:

Civil engineering work of moderate complexity. Work on more complex projects is done in conjunction with more experienced engineers.

Supervision Exercised: None

Examples of Essential Duties and Responsibilities: *The following are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Act as Project Engineer for planning, design and/or construction projects to check for general progress and problems.
- Prepare correspondence and reports.
- Prepare agenda items and supporting material for Committee and Board action
- Maintain records of work progress and expenditures of project funds; prepare progress estimates. Prepare contractual documents on design and construction projects.
- Review designs submitted by consultants
- Review shop drawings and other construction submittals for compliance with the approved plans and specifications.
- Make basic inspections on engineering construction
- Maintain asset data base
- Prepare maps, plans, charts and diagrams
- Maintain drawing archive
- Assist in oral presentation of reports and agenda items
- Prepare simple designs
- Prepare budgetary and pre-bid construction cost estimates
- Review work of and give instruction to consultants
- Perform other related duties as assigned and/or directed.

Minimum Training and Experience Required to Perform Essential Functions:

- Three years of engineering experience in the municipal water and wastewater industry.

- Graduation from a college or university with a baccalaureate degree in civil engineering or related field or an acceptable equivalent.
- Possession of a valid and current certificate of registration as a Civil Engineer issued by the State of California is required.
- Must possess a valid California, Class C, driver's license in good standing.

Other Special Requirements:

- Knowledge of the principles and practices of civil engineering with particular emphasis on the design and construction of wastewater treatment and related facilities.
- Knowledge of the methods of preparing designs, plans, specifications, estimates, reports and recommendations relating to Agency facilities and projects. Applicable Federal, State and local laws, rules and regulations related to technical/engineering matters during planning, design and construction of Agency facilities and projects.
- Ability to plan, organize, manage, coordinate and develop Agency technical/engineering functions.
- Knowledge of computer systems and software packages related to engineering analysis and functions. Skills in computer aided graphics programs preferred.
- Effectively represent the Agency's technical/engineering functions with the public, other government agencies, contractors, and professional engineering consultants.

Physical and Mental Abilities Required to Perform Essential Functions:

Language Ability and Interpersonal Communication

- Must be able to pass the Agency's pre-employment physical examination
- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate data and information. Ability to classify, compute and tabulate data.
- Ability to counsel, mediate and/or provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Ability to utilize a wide variety of descriptive data and information such as Agency reports, directories, meeting agendas, minutes, staff reports, budgets, non-routine correspondence and computer software operating manuals.
- Ability to communicate effectively orally and in writing with Agency personnel, contractors, Board members and customers.

Judgement and Situational Reasoning Ability

- Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, directing and controlling.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

Physical Requirements

- Ability to operate a variety of office equipment such as computer terminal, telephone, fax machine, calculator/adding machine, computer printer and photocopier.
- Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training.

- Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling.
- Ability to recognize and identify individual characteristics of shapes and sounds associated with job-related objects, materials and tasks.
- Must be able to frequently travel by automobile to conduct Agency business; Oral communication with Agency management, co-workers, and outside agencies in face-to-face, one-to-one and group settings
- Must be able to take walks in uneven terrain, in an outdoor environment.

Environmental Adaptability

- Tasks are occasionally performed without exposure to adverse environmental conditions.

SOCWA is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Agency will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.