



MARIN MUNICIPAL WATER DISTRICT

Associate Engineer – Civil/Environmental

DEFINITION

Under direction of the Facilities & Watershed Division Manager, plans, schedules, supervises and performs difficult professional and technical engineering work in the areas of planning, design, construction, and operations of the District's facilities, buildings and watershed; conducts studies, analyzes data and prepares reports on the District's watershed management program; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the fully-qualified working level in the professional engineering series. Individuals in this class are usually project managers or have major responsibilities for facilities, buildings and watershed planning, design and construction, compliance with the Americans with Disabilities Act (ADA), system maintenance, and watershed management, operation and protection depending on assignment. Positions in this class are assigned complex engineering projects involving responsibility for the timely completion and sound financial management of such projects, often involving supervision of other personnel and coordination with personnel and resources from other divisions throughout the District and outside entities. Incumbents may also be requested to act in the absence of the Watershed Resources Manager.

EXAMPLES OF DUTIES

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

- Directs or performs the preparation of planning reports, project schedules, designs, construction plans, cost estimates, specifications and bidding documents for District facility, buildings and environmental improvements, conducts research, develops and prepares reports on long-range projects and capital plans to assure successful operation of the District's facilities and watershed management program;
- Conducts environmental review for facility and watershed management projects in coordination with the District's environmental services coordinator pursuant to local, state and federal laws, policies and regulations, acquires regulatory permits and clearances, provides environmental consultation and services for the watershed; acts as representative for the watershed and/or District with various federal, state, and local agencies and professional and community organizations;
- Assists in the development and implementation of watershed management plans, policies, District land use regulations, and communicates and ensures consistent compliance by the staff and the public;
- Manages facility, buildings and watershed construction contracts including directing contractors;
- Monitors progress on facility, buildings, and watershed construction projects;
- Directs, or may perform, inspections of facility, buildings and watershed construction projects;

- May prepare or assist in the preparation of grant applications for State and Federal funding for the facilities, buildings and watershed projects;
- Prepares Requests for Proposals for consultants and administers consultants' work on facility, buildings and watershed projects;
- May provide technical information or make formal presentations to officials of other governmental jurisdictions, District staff, stakeholders and the public, and coordinates with same;
- Keeps abreast of new technological developments through contact with vendors and suppliers;
- Orders supplies, materials and equipment when necessary;
- Prepares or assists in the preparation of engineering, permit compliance, environmental or grant reports as required and processes progress payments for construction work;
- Coordinates project development with other participating disciplines;
- Calculates and monitors project costs;
- May train and evaluate the work of subordinates;
- Ensures that safe working conditions are maintained;
- Performs other related duties as assigned.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Principles, practices, regulations and methods of engineering work in the areas of assignment as applied to the planning, design and construction, and operation of building and facilities projects, watershed management projects, or field operations involved in the construction and maintenance of facilities and buildings;
- Advanced principles, procedures, techniques and applications of natural resources management and environmental planning, particularly the application of designs, construction methods, best management practices and environmental protection measures for wildland (unpaved) roads, fisheries stream habitat restoration, upland and aquatic habitat restoration, and permitting for projects when affecting aquatic resources;
- California State Water Resources Control Board (SWRCB) and American Water Works Association (AWWA) standards;
- Principles of organization, supervision and training;
- Proper spelling, grammar, punctuation and writing practices;
- Statistics and mathematical models;
- Use of computer software commonly used in a water engineering and the natural resources environment;
- Project scheduling and financial management;
- The California Environmental Quality Act (CEQA) and the National Environmental Policy Act;
- The Americans with Disabilities Act (ADA);
- Principles of fire and building code requirements;
- Principles of long range capital program and operational detail of capital budget and accounting;
- Federal, state, county and District rules, regulations and policies governing watershed management.

Ability to:

- Prepare accurate schedules, budgets, plans, specifications, cost estimates and engineering reports;
- Make accurate engineering computations and drawings;

- Plan and supervise, either in person or through subordinates, the design and construction of engineering and natural resource projects in their professional field;
- Conduct technical engineering and natural resource research work, make detailed analyses and write comprehensive reports;
- Prepare clear and concise records, technical reports, permit applications, and correspondence;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Drive a vehicle depending upon job assignment;
- Travel to off-site work locations and meetings depending on job assignment;
- Represent the District in meetings with other agencies and the public;
- Communicate clearly and concisely, both orally and in writing.

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 an engineering curriculum which is accredited by the Accreditation Board for Engineering and Technology (ABET);
- Three years of increasingly responsible engineering experience in the areas of assignment relating to facility and watershed or natural resource management, planning, design and construction, including one year of supervisory and/or project management 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 an appropriate California driver's license issued by the State Department of Motor Vehicles and satisfactory driving record;
- Current California State Registration as a Professional Engineer.

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 twenty-five 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 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. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

The noise level in the indoor work environment is quiet to moderate noise. The employee is exposed to outdoor temperature, humidity, wetness, dust and moderate to loud construction noise. The position may require the ability to work overtime and weekends as needed. The employee may also be exposed to potential outdoor hazards such as poison oak, wasps, uneven terrain, changing weather conditions, electrical shock from downed power lines during storm events or lightening, and major amounts of dust. The position may require the ability to work overtime and weekends as needed.

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: December, 2017
Approved by: Human Resources Manager