

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
JOB DESCRIPTION**

Job Title:	Associate Civil Engineer	Department:	Technical Services
Department Head:	District Engineer	FLSA:	Non-Exempt
Probationary Period:	1 year	Revision Date:	02/01/2020

Position Overview:

Under general direction, perform and participate in professional and technical, advanced, journey level civil engineering activities of a complex nature relative to assigned areas of responsibility. This position may oversee, monitor, and/or direct the work of subordinate personnel; coordinate assigned activities with other departments and outside agencies; provide support to the District Engineer; and perform related duties as assigned.

Education/Experience:

Education	Experience
Bachelor's Degree or higher from an accredited College or University in civil engineering or a closely related field.	Five (5) years of increasingly responsible professional civil engineering experience preferably with demonstrated experience in collection systems (or related underground utility).

Licenses and Certifications:

1. Valid California Class C Driver's License.
2. Possession of a valid California Certificate of Registration as a Professional Civil Engineer.
3. California Water Environment Association (CWEA) Certification in Collection System Maintenance at the Grade I level within 12 months.

Knowledge and Abilities:

Knowledge of:

1. District Standard Specifications and Improvement Standards for Sanitary Sewers.
2. District policies and procedures.
3. Safe work practices as defined by Cal-OSHA.

4. Principles of operation, maintenance, construction, inspection and repair of sanitary sewer systems.
5. Business letter writing formats and technical report preparation. English usage, spelling, punctuation and grammar.
6. Project administration, permit, and fee requirements.
7. Principles and practices of sewer design and construction as they are applied to map and plan checking for conformance with District improvement standards and other established requirements and standards, including parcel and subdivision criteria.
8. Principles and practices of civil engineering, drafting, and design especially as they relate to sewer.
9. Codes, laws, regulations, and references used by the wastewater industry.
10. The District's Mission, Vision and Core Values.

Ability to:

1. Communicate effectively both orally and in writing to the Board, management, other public agencies, engineering firms, contractors, and the public.
2. Respond to common inquires or complaints from customers, regulatory agencies, and members of the business community.
3. Provide pertinent information including research of records, location of sewer lines, and easements.
4. Direct contractors regarding District requirements for sewer construction.
5. Maintain accurate and complete records of all work performed in writing and in software applications.
6. Prepare letters and notifications to contractors and establishments regarding compliance with District requirements.
7. Prepare technical memorandums and reports to communicate the results of calculations, research, and/or analysis to audiences within the District, to other agencies, and to the public.
8. Use modern office equipment and software, such as the use of common word processing, spreadsheet, database applications, hydraulic modeling applications, CAD, GIS, computerized maintenance management software, and CCTV inspection software.
9. Attend and facilitate meetings with residents, business owners, contractors, and developers as necessary.

10. Develop, review, and modify engineering and construction drawings, plans, specifications, and cost estimates for accuracy, suitability, and completeness.
11. Conduct field surveys, using various types of surveying equipment (e.g., GPS, total station, level), to determine elevations, locations, and other sewer characteristics for additions and revisions to the collection system mapping and databases.
12. Draft detailed drawings and maps of sewer facilities, topographical profiles, and cross sections.
13. Provide technical information and instruct architects, engineers, contractors, and owners regarding the design of sewer within the District.
14. Perform mathematical principles as applied to civil engineering work, collection systems and surveyor stationing data.
15. Enforce the District's standards and specifications, sewer code, rules, regulations, and ordinances.
16. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations.
17. Interpret and apply applicable federal, state and local policies, laws, and regulations.
18. Assist in the preparation and implementation of the capital improvement plan and associated budget.
19. Prepare standard operating procedures (SOPs) to establish and document District business practices.
20. Work with outside consultants as directed.
21. Calculate fees owed the District for proposed uses/impacts based on the District's fee schedule.
22. Read and interpret maps and engineering drawings of sewer facilities.
23. Review subdivision and improvement plans for conformity with District standards, construction specifications, and validates calculations and quantity estimates.
24. Review maps, right-of-way easements, and property descriptions.
25. Plan, organize, direct, and coordinate work.
26. Act as the District Engineer in the District Engineer's absence.

Physical Demands and Working Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be

made to enable individuals with disabilities to perform the essential functions. Employees must have the ability to safely perform the necessary functions of the position with reasonable accommodations unless such accommodation is impracticable or otherwise presents a safety hazard for other employees or the general public.

Specific Physical Requirements to Perform Duties:

- a. Capable of meeting the basic job duties as defined in Physical Demand Assessment PD-101.
- b. Stand, walk, reach with hands and arms, stoop, or kneel.
- c. Sit at a computer workstation for extended periods of time and occasionally climb a flight of stairs.
- d. Ability to carry equipment for field work.
- e. Occasionally work on rough, uneven and slippery surfaces, occasionally working around machinery with moving parts or stationery equipment with exposure to noise.
- f. Occasionally climb ramps or ladders.
- g. Occasionally work in adverse weather conditions with reasonable accommodations.

Ability to Successfully Pass Medical Examination Based On:

- a. Ability to safely perform required physical duties, and
- b. Ability to safely perform required physical duties with “reasonable accommodation; that does not create a safety hazard for other employees or the public.

This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.