TAHOE CITY PUBLIC UTILITY DISTRICT
Job Description

Job Title:	**Associate Civil Engineer**
Department:	**Engineering**
Supervised By:	**Engineering Manager**
FLSA Status:	**Exempt**
Revision Date:	**June 2020**

JOB SUMMARY

To act as an associate-level project manager administering assigned District capital and non-capital projects; and to act as an associate-level civil engineer supporting the Engineering, Utilities, and Parks and Recreation Departments.

DISTINGUISHING CHARACTERISTICS

The Associate Civil Engineer is the journey level professional classification in the Civil Engineer series. This is a responsible position with emphasis on professional expertise, critical thinking and independent judgment and decision-making. The Associate Civil Engineer is distinguished from the Senior Civil Engineer by the latter's greater level of experience and ability to act with a greater level of independence.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Engineering Manager.

ESSENTIAL FUNCTIONS

The duties listed 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 them from the position if the work is similar, related or a logical assignment to the position.

- Manage various phases of assigned District capital and non-capital project implementation, to include planning, permitting, environmental processing, design, bidding, contracting, construction and close-out.
- Supervise the work of contracted consultants and/or assigned District staff, to include engineers, planners, technicians, inspectors, assistants and administrators.
- Review and provide comment on documents provided by others, to include plans, specifications, reports, studies, calculations, estimates, budgets, schedules, permits, environmental documents, agreements, easements, ordinances, policies, procedures and any other document within the expertise of the incumbent.
- Prepare plans, specifications, reports, studies, calculations, estimates, budgets, schedules, permits, environmental documents, agreements, easements, ordinances, policies, procedures or any other document within the expertise of the incumbent.

- Act as representative and liaison to regulatory agencies, public agencies, property owners and operating departments related to District capital and non-capital projects and activities of the Engineering Department.
- Assure compliance with all grant conditions, permit conditions, environmental regulations and other Federal, State and local laws in the implementation of District capital projects.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish, maintain and foster positive and effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Serve as on-site construction inspector for District capital projects as assigned.
- Assist the Engineering Manager with planning, establishing goals and budgeting for District capital project implementation and Engineering Department operations; including recommending and implementing improvements and cost-saving measures.
- Provide technical assistance and recommendations for the planning, design, construction, operation and maintenance of District sewer, water, administrative, parks and recreation facilities.
- Assist with the preparation of various applications for grant funding and assure compliance with grant conditions in the design and construction of District capital projects.
- Attend and participate in public and internal meetings.
- Perform all other duties as assigned.

EMPLOYMENT STANDARDS

1. **Knowledge of:**
   - Engineering principles and practices as applied to utilities, parks, facilities and other public works.
   - Project management principles and practices related to the planning, design and construction of public works.
   - Construction contract management and administration principles and practices for public works projects.
   - Methods, materials and techniques used in the construction, inspection and construction management of public works projects.
   - Federal, State and local laws and codes and regulations pertaining to the design and construction of public works, to include public contracting code, labor compliance, CEQA/NEPA compliance, environmental regulations, construction safety, etc.
   - Modern developments, current literature and sources of information regarding project management and engineering practices.
   - Modern office practices, methods, and computer equipment, including relevant software applications.
   - Principles and practices of customer service.
   - Safe work practices.

2. **Ability to:**
   - Read, comprehend, interpret and explain plans, specifications, reports, calculations, schedules, permits, environmental documents, agreements, easements, ordinances, policies, procedures and any other document within the expertise of the incumbent.

- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.
- Understand and apply District policies, procedures, standards, ordinances and practices to work assignments.
- Prioritize and exercise sound judgment within areas of responsibilities.
- Understand, interpret and apply Federal, State and local laws and codes and regulations pertaining to the design and construction of public works and other work assignments.
- Act independently and make decisions conforming to District policies, procedures, standards and ordinances.
- Perform all job duties in an organized and efficient manner with the ability to adjust priorities and perform multiple tasks.
- Operate and use modern office equipment including computers and applicable software.
- Effectively utilize standard office software (spreadsheet, word processing, database, email, calendar and others) at an advanced level.
- Utilize engineering software (CAD, GIS, scheduling, estimating) at a proficient level with the ability to become advanced in any given software.
- Perform complex engineering calculations.
- Explain projects, regulations and procedures to District Board and staff, consultants, contractors, developers, the general public or representatives of other public agencies.
- Review or prepare any work product in a clear, accurate and concise fashion in conformance with accepted engineering practice and District standards.
- Monitor own work product for quality and accuracy.
- Establish and maintain effective working relationships with those contacted in the performance of required duties; including governmental agencies, consultants, staff and the public.
- Interpret and apply safety rules and regulations to work assignments.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Understand both oral and written instructions and carry out in a positive manner.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.

EDUCATION AND TRAINING REQUIREMENTS

1. Education and Experience Requirements:

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an ABET-accredited engineering program at a college or university with a Bachelor of Science degree in Civil Engineering or related engineering curriculum.

Experience: Three (3) years of progressively responsible civil engineering experience, preferably related to water, wastewater, parks and recreation, or other appropriate public works.

2. **Certification & Licensing Requirements:**
   - California Registered Professional Civil Engineer or ability to become registered in California within six (6) months of appointment.
   - Possession of a valid D2 Water Distribution Operator Certificate issued by the California State Department of Public Health or ability to obtain certificate within one year of appointment.
   - Possession of appropriate and valid driver's license and driving record that complies with District policy.

3. **Other Special Requirements:**
   - Computer usage with emphasis on AutoCAD, ArcGIS, and other engineering applications preferred.

ENVIRONMENTAL CONDITIONS

Work is primarily performed in a typical temperature-controlled office environment subject to typical office noise and conditions.

Work may be performed in outdoor field environment with exposure to hot and cold temperatures; inclement weather; solvents and chemicals; water and electricity; and excessive noise.

Position requires working beyond normal business hours, attendance at evening meetings and/or weekend work and the ability to travel.

PHYSICAL JOB ANALYSIS

Daily Occurrence defined as: RARELY ≤ one hour per day; OCCASIONALLY one to three hours per day; FREQUENTLY three to six hours per day; CONTINUOUSLY six to eight hours per day.

1. **Gross Body Movement**

Activity	Daily Occurrence
Sitting	Continuously
Standing	Occasionally
Walking	Occasionally
Walking on uneven terrain	Occasionally
Driving	Rarely
Hearing	Continuously
Speaking	Continuously
Seeing	Continuously

2. **Job-Specific Body Movement**

Activity	Daily Occurrence
Bending at waist	Occasionally
Climbing (stairs/ladders/etc.)	Occasionally
Crawling	Occasionally
Crouching	Occasionally

Kneeling	Occasionally
Pushing (<50 lbs.)	Occasionally
Pulling (<50 lbs.)	Occasionally
Stooping	Occasionally
Working at 8’ above/below ground	Occasionally
Working/Reaching above shoulder level	Occasionally
Working/Reaching below shoulder level	Frequently
Working/Reaching at desk level	Frequently

3. Lifting

Weight	Daily Occurrence
1 to 10 lbs.	Occasionally
11 to 25 lbs.	Occasionally
26 to 50 lbs.	Occasionally
51 to 75 lbs.	N/A
76 to 100 lbs.	N/A
Over 100 lbs.	N/A

4. Hand Coordination

Activity	Daily Occurrence
Hand	
Pulling	Rarely
Pushing	Rarely
Fine Manipulation	
Typing/Keyboard	Continuously
Calculator	Occasionally
Writing	Frequently
Hand tools	Rarely
Equipment (nuts/bolts, etc.)	Rarely
Simple Grasping	
Files	Occasionally
Computer mouse	Continuously
Phone receiver	Frequently
Manipulating maps	Frequently
Power Grip	
Power tools	Rarely
Equipment (shovel, etc.)	Rarely
Arm	
Lateral	Rarely

Rotation	Rarely

5. Height of Objects Reached/ Used

Object	Height
Filing cabinets	Six feet from floor
Bookcases	Eight feet from floor

6. Mental Requirements

Activity	Daily Occurrence
Analyzing	Continuously
Identifying	Continuously
Interpreting	Continuously
Knowing	Continuously
Observing	Continuously
Problem Solving	Frequently
Remembering	Continuously
Understanding	Continuously
Explaining	Continuously

APPROVED BY: Sean Barclay, General Manager on June 10, 2020