

Definition

Under direction of District Management, the Assistant District Engineer performs Engineering, Maintenance and Operations work as required to fulfill the mission of the District. Performs a variety of engineering functions, including review of developer sewer improvement plans, the planning, design, and inspection of District Capital Improvement Projects, and management of Consultants and Contractors working for the District. Manages maintenance and operations personnel as directed by District Management.

Essential Functions

- Supervises District office personnel and coordinates work assignments.
- Procure and process parts, materials and supplies for District staff.
- Prepare requests for proposals and assist in selection of consultants.
- Manage consultants, review and present work products to District Management and the Board of Directors.
- Assist in identifying, budgeting, engineering and/or procuring the District Capital Improvements needs.
- The planning, design, and construction management of District Capital and Maintenance Projects.
- Construction administration of Contractors working for the District.
- Working with other local government agencies associated with District operations.
- Reviewing sewer improvement plans associated with private developments.
- Administering and construction inspection of sewer improvements by private developers.
- Work with the General Manager on special Projects as needed.
- Perform other duties as assigned by District Management.

Education and Experience

- A BS degree in Civil or Environmental Engineering from an accredited university.
- Two years (post-graduation) of professional experience working as a civil/environmental engineer.

Knowledge of and Skill in:

Proficiency in the tools required to function as a civil engineer.

Problem solving skills as required to develop feasible and realistic solutions to challenging situations.

Analytical skills as required to identify problems and opportunities and review viable alternative courses of action.

Time management skills to set priorities to meet assignment deadlines.

Ability to:

Understand and carry out oral and written instructions in English; organize work, set priorities, and work on several assignments under time pressures and critical deadlines; exercise sound judgment within procedural guidelines; quickly learn the specific procedures related to the job; apply the methods, policies, and procedures pertaining to the work; establish and maintain effective working relationship with those contacted in the course of the work; maintain attention to detail despite interruptions; maintain confidentiality of information.

Work alone or work closely with others. Operate a computer and the other common office tools on a daily basis. Prolonged sitting or standing while performing all job duties.

