



Fair Oaks Water District Job Description

Engineer

DEPARTMENT: Operations and Maintenance
FLSA STATUS: Exempt
DIRECTLY REPORTS TO: Assistant General Manager
DIRECTLY SUPERVISES: N/A
JOB DESCRIPTION DATE: September 12, 2024
ANNUAL SALARY RANGE: \$96,678.40 - \$130,540.80
JOB CLASSIFICATION: Regular Full-Time

General Statement of Job

Under general direction of the Assistant General Manager, performs a wide variety of engineering duties related to the design, construction, and project management of Fair Oaks Water District (FOWD) improvement projects and technical reports. Actively updates and maintains the FOWD's system map, hydraulic model, construction specifications, and records related to projects and technical support. Completes other technical work in support of the FOWD.

Essential Functions

The statements contained herein reflect general details as necessary to describe the primary functions of this job, the level of knowledge, the skills typically required and the scope of responsibility. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Design and draft water system infrastructure, including pipeline plan and profile using AutoCAD and other methods.
2. Complete hydraulic system analysis utilizing H2ONet or other modeling software; presents reports and recommendations to the FOWD Management Team; maintains hydraulic modeling database and related information.
3. Assists in design and development of construction plans and specifications for FOWD Improvement Projects.
4. Prepares bid documents for FOWD improvement projects.
5. Obtains County encroachment permits for FOWD.
6. Implements the Reimbursable Expense Damages (RED) program for the FOWD.
7. Implements the Construction Water Use program for the FOWD.
8. Prepares and submits traffic control plans for FOWD Management Team review and County approval.
9. Assists in the development and monitoring of multiyear capital improvement programs and related budgetary estimates.
10. Performs plan checking of documents submitted for private development; ensuring that work is completed in accordance with FOWD standards and regulatory requirements.

11. Prepares cost estimates and fee schedules for work requested by private development for approval by the FOWD Management Team. Prepares and maintains files for private development projects.
12. Solicits bids from, and coordinates work with, contractors and consultants as directed by the FOWD Management Team.
13. Responds to inquiries for development within the FOWD service area; prepares written responses to inquiries for approval by the FOWD Management Team.
14. Assists in the preparation and updating of FOWD engineering documents.
15. Evaluates and provides recommendations to the FOWD Management Team for design changes and change orders on FOWD projects.
16. Maintains library of FOWD plans, specifications, and design standards - provides recommendations for updates.
17. Assists in the review of legal descriptions of property; aids in evaluation and preparation of easements and grant deeds; aids in the preparation of California Environmental Quality Act (CEQA) documents and Environmental Impact Reports.
18. Maintains water production, water consumption and water loss records in accordance with direction from the FOWD Management Team.
19. Reviews and provides recommendations for the technical software needs of the FOWD.
20. Completes other duties as required or directed by the FOWD Management Team.
21. May assist in construction inspection and field operations as directed.
22. May assist in the FOWD staff training related to technical documents and procedures.

Job Standards/Specifications

Knowledge of:

- Principles of civil engineering as applied to water systems and facilities, public works, and related construction projects.
- Methods, materials, system components, and techniques used in the construction of water systems and facilities.
- Water industry standard specifications and contract documents.
- Principles of bidding and contracting for public construction, including contract change orders and amendments.
- Current Microsoft Office software and software programs for project management.
- Applicable laws and regulatory codes relative to the areas of assigned responsibility.
- Standard business practices such as letter writing, report writing and preparing informational presentations.
- California Environmental Quality Act (CEQA) documentation and permitting process.
- Financial accounting fundamentals and concepts.
- Customer service fundamentals and concepts.

Ability to:

- Create improvement plans for the construction of water infrastructure.
- Create professional written technical reports.
- Create, edit, modify, and amend AutoCAD files.

- Create, edit, maintain, and manage a library of the standard drawings, digital maps and exhibits.
- Create, modify and interpret hydraulic modeling scenarios utilizing H20NET software. Manage a water system hydraulic model and provide recommendations for necessary updates.
- Explain regulations, policies, and procedures to others.
- Professionally and tactfully, provide customer service to the public and other employees in person, over the phone or through electronic means.

Typical Physical Activities

- Travel regularly by vehicle.
- Exert physical effort involving stooping/kneeling, pushing/pulling, climbing/balancing, and lifting/carrying.
- Differentiate between and perceive color, sound, smell, taste, and form.
- Operate a variety of automated office machines.
- 20/20 sight preferred or equivalent using corrective lenses, as necessary.
- Ability to hear low tones or directions over loud noises.

Environmental Factors

- Work primarily in an office environment with frequent field visits.

Desired Qualifications

- A bachelor's degree in engineering from an accredited university or college.
- Two years minimum experience in water system design/public works/municipal engineering.
- Demonstrated experience in the development of professional written technical reports.
- Demonstrated ability to work as a professional engineer.
- Any combination of training and experience may qualify if it would provide the skills, knowledge, and abilities to accomplish the job requirements.

Required Licenses/Certifications

- Valid certificate of registration as an Engineer or Engineer In Training issued by the California State Board of Registration for Professional Engineers.
- California Water Distribution System Operator Grade I Certificate within one year of employment.
- Valid California Driver's License.

Fair Oaks Water District is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. District policy prohibits unlawful discrimination based on race, color, creed, sex, religion, marital status, age, nation origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state or local laws. All such discrimination is unlawful. In compliance with the American Disabilities Act, Fair Oaks Water District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective employees and incumbents to discuss potential accommodations.

I have received, read and understand the above job description.

Name (Please Print): _____

Signature: _____

Date: _____

Manager: _____

Signature: _____

Date: _____

General Manager: Tom R. Gray _____

Signature: _____

Date: _____