



Job Classification

Title: Engineer
FLSA Status: Exempt
Job Code: 109

POSITION OVERVIEW

This position will be responsible for the administrative and technical activities associated with construction and water resource planning to maintain the safe operation of the District's water treatment and transmission facilities. Provides technical support to the Chief Water Resources Officer and other departments.

OVERSIGHT

Supervision Received: Reports to the Chief Water Resources Officer.

Supervision Given: Water Resources Analyst and Intern as a dotted line reporting structure.

ESSENTIAL FUNCTIONS

- Maintains statistical, census, climatic, demographic, water supply, and water delivery data for planning, forecasting and special studies Assists in the technical, operation, maintenance, and construction of District water systems, hydroelectric plants, and related facilities.
- Coordinates construction and maintenance activities with District operations staff, consultants, contractors, regulators, and other agencies.
- Performs research, and conducts field work in the preparation of specifications, estimates, and requests for proposals for the construction of a wide variety of projects related to water systems.
- Conducts field inspections to check performance or conformity with plans and specifications.
- Prepares, maintains, and reports technical data related to project planning and the operation of the District's facilities.
- Represents the District at various meetings, commissions, and committees as assigned.
- Conducts water conservation, exchange/transfer, groundwater, reclamation, power,

Three Valleys Municipal Water District is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

water supply/demand, or economic studies and projects.

- Maintains database of daily, monthly, and annual water use of the District's member agencies to prepare reports and graphs for analyses.
- Monitors changes in water quality regulations and determines impacts on the District's operations.
- Reviews project designs and analyzes current water resource information to determine the impact on the District; makes recommendations on potential courses of action.
- Assists in preparing budgets for proposed projects and Capital Improvement Plans.
- Performs cost analysis studies and assists in budget preparation.
- Prepares and coordinates publications, slides, and articles regarding resource issues.
- Logs and maintains GIS data associated with District facilities.
- Manages contracts.
- Performs other related duties as required.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the background, knowledge, skill or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Knowledge of: Principles and practices of a relevant engineering discipline or resource planning and strategy; conservation programs and projects; water treatment and distribution practices; water facilities operation and planning; applicable Federal, State, and local laws and regulations; writing and proper English language rules; common business computer applications such as Microsoft Word, Excel, PowerPoint, Outlook, Access, and the Internet; specialized software such as AutoCad, ArcGIS Pro, Primavera P6 or Microsoft Project.

Ability to: Perform a wide variety of technical functions independently; evaluate and develop improvements in operations, procedures, policies, or methods; organize and manage multiple priorities and projects; communicate clearly and concisely, both orally and in writing; work effectively with a diversity of individuals, personalities, and organizations; demonstrate initiative, task-orientation, and follow-through in the approach to and completion of assignments; comply with District policies and safety requirements.

EDUCATION AND EXPERIENCE

The Engineer will possess a combination of education and experience equivalent to:

- Six (6) years of increasingly technical experience in water supply, civil or governmental public works.
- Bachelor's degree in Civil Engineering, Environmental Sciences, Environmental Engineering, Industrial Technology, Geology, Physical Geography, Water Resource Management, or another related field.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Requires the ability to receive, understand, and act upon verbal and written communication from others, and to communicate with others. Requires ability to use hands and fingers to handle or feel objects, tools, or controls; to reach with hands and arms; to sit and stand; and to talk and hear. Must be able to carry, push, pull, reach, and lift equipment and parts up to 25 lbs. and heavier weights with the use of proper assistance.

Must be able to participate in job-related activities at times other than normal business hours, i.e., evenings and weekends, and at various locations that will require operating a motor vehicle.

CERTIFICATES, LICENSES, AND REGISTRATIONS

Certificates

- Must be a registered Professional Engineer (PE) with the State of California.

Licenses

- Must have and maintain a current Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the District's Vehicle Insurance Policy standards.

Registrations

- None

This job description has been revised and approved by all levels of management.

Approved by:	Matthew Litchfield
Date last modified:	3/2/23
Date approved:	3/21/23

I have received, reviewed, and fully understand the job description for Engineer. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ Date: _____

Employee Signature: _____

Supervisors Signature: _____ Date: _____

Job classifications are intended to cover or contain a comprehensive listing of activities, duties, or responsibilities that are performed by the incumbent. Classifications are not intended to reflect all duties performed within the job.