

BELLA VISTA WATER DISTRICT

Classification Specification

Job Class: District Engineer

FLSA Status: Exempt

Supervisor: General Manager

Salary Scale: \$90,000 to \$114,000

Description:

Under general supervision, performs a variety of analysis and oversight of water system facilities, functions, improvements, developments and programs. Reviews plans, and coordinates with staff and consultants.

Essential Duties and Responsibilities:

The following duties are typical for this classification:

- Perform water system planning and design review for improvement projects
- Prepare studies, reports, documents, and correspondence and maintain accurate records and files
- Manage and coordinate projects with other departments, outside agencies, consultants, and developers
- Review and prepare comments on construction plans
- Oversee the collection of fees associated with the construction of private developments and authorize project payments according to contract terms.
- Manage outside vendors/consultants for department business. Prepare correspondence related to department functions
- Coordinate, attend, and participate in meetings
- Research, analyze information, evaluate results and make recommendations
- Comply with District policies and procedures and recommend updates
- Comply with District, local, state and federal regulations; and prepare a variety of regulatory reports
- Be familiar with safety regulations, learn the District's safety programs and assume the role of Safety Officer

Physical Requirements:

The conditions herein 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 job functions.*

- Travel regularly by vehicle for District related duties and activities
- Communicate orally and in writing with District management, co-workers, and the public in one to one and group settings
- Vision and hearing within normal ranges with or without correction
- Regularly use telephone for communications
- Regularly use electronic devices
- Work in a field environment doing the following physical activities: Regularly: sit, fine manipulation, ride in a vehicle. Frequently: walk, stand, squat, climb, bend, stoop, twist, repetitive use of hands, grasp, push, pull, reach above and below shoulder level, lift and carry up to 20 lbs., operate equipment

and hand tools, and operate vehicle. Differentiate between and perceive color, sound, smell, taste, texture and form.

- Regularly work in an office environment: at a desk/table for an extended period of time, sit or stand for extended time periods, ability to bend (neck and waist), squat, climb ladders, stoop, kneel, crawl, twist, grasp, fine manipulation, push, pull, reach, lift carry and move objects up to 25 pounds such as storage boxes, large binders, books, and small office equipment.

Environmental and Working Conditions

The environmental and working conditions herein are representative of those an employee encounters while performing the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* The performance of this position regularly requires exposure to job site, distribution and production areas with:

- Field visits requiring the operation of a motor vehicle.
- Exposure to environmental conditions: Chemicals/Caustics, confined space, heights, allergenic plants/materials Dusts/mists/fumes/smoke/gases, wet damp surfaces, extreme heat/cold, inclement weather, noise
- Work on various types of terrain and footing which may be slippery or uneven. Work around moving objects or vehicles
- Certain areas require the use of personal protective and safety equipment (i.e. hard hats, safety vest, steel toed boots, safety glasses, hearing protection, etc.)
- Frequently work indoors in ambient room temperatures and lighting and be around office equipment as found in a typical office environment

Education and Experience

Any equivalent combination of education and experience which provides the knowledge and abilities necessary to perform the work is qualifying. A typical way to obtain the required qualifications would be:

- Bachelor's degree in Civil Engineering, Construction Management, etc. from an accredited college or university; and
- Three years of increasingly responsible engineering, construction and project management experience

Licenses and Certifications

- Possess a valid State of California Class C driver's license
- Proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two years duration
- California Water Distribution Operator Grade D2 Certification, or ability to obtain within two years
- California Water Treatment Operator Grade T2 Certification, or ability to obtain within two years