



Job Description

ASSOCIATE ENVIRONMENTAL ENGINEER/ ENVIRONMENTAL ENGINEER

Approved:  Date 02/02/2015
Greg Baatrup, General Manager

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

This position performs professional engineering work in the design, evaluation and construction of wastewater treatment plant, wastewater collection system, stormwater system, and related facilities; serves as a project manager on medium or less complex new extension and rehabilitation projects; reviews engineering reports, drawings, specifications and calculations for sewers and other facilities to ensure compliance with current industry practices, codes, regulations and ordinances; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

Associate Environmental Engineer

The Associate Environmental Engineer is the entry level class in the environmental engineering series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the full scope of the more routine and less complex assignments within an established procedural framework where there are minimal consequences of error, including less complex engineering tasks. This classification is distinguished from the next higher class of Environmental Engineer which is expected to perform more complex engineering tasks and be competent in construction management techniques.

Environmental Engineer

The Environmental Engineer is the journey level class in the professional environmental engineering series and is the first licensed engineer level responsible for performing the more complex design, plans review and construction management of capital improvement projects and for projects for design conformance and accuracy. Incumbents perform complex professional engineering assignments requiring considerable knowledge of various aspects of civil engineering, including wastewater regulations, construction and maintenance. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level with registration as a professional engineer. This classification is distinguished from the next higher classification of Senior Environmental Engineer, which performs the most complex and difficult of assignments and has supervisory responsibilities.

SUPERVISION GIVEN/RECEIVED:

Associate Environmental Engineer

Receives general supervision from the Director of Engineering. Technical and functional supervision may be received from an Environmental Engineer. Incumbents of this class do not routinely exercise supervision.

Environmental Engineer

Receives direction from the Director of Engineering. May exercise functional and technical supervision over lower level professional and technical staff.

Job Description
ENVIRONMENTAL ENGINEER

ESSENTIAL FUNCTIONS including but are not limited to the following:

- Perform a broad range of engineering and construction project management and routine design activities on a variety of capital improvement projects, including treatment plant upgrades and repair, collection system and pump station construction, cleaning, inspection and rehabilitation.
- Review and/or prepare plans and specifications; prepare quantity and cost estimates; assist in the development of design procedures; interpret the application of design criteria; check plans and specifications for accuracy of design and completeness; assist in the development of the system master plan.
- Assist higher level engineers on large and complex construction projects or acts as a project management engineer on medium to small construction projects; coordinate capital improvement projects with contractors, utility companies, other agencies and the general public.
- Interpret, plot and supervise field survey data; review laboratory tests of construction materials; perform field inspections.
- Administer design and construction contracts; maintain logs and track bond expiration dates; prepare reports as required; collect all required inspection approvals; prepare staff reports for the District Board; prepare memos regarding accepting and releasing of bonds; prepare daily progress and final reports and prepare documentation associated to bonds; prepare and maintain detail project records and plans.
- Interpret codes and regulations in the performance of plan check activities; calculate building valuation; coordinate plan review processes with other departments and agencies.
- Administer and enforce District standards on engineering projects; address and respond to citizen concerns related to engineering projects.
- May direct the work of technical staff, consultants and/or contractors on assigned projects.
- Represent the District with a variety of other agencies, contractors and company agents; coordinate District projects with other agencies; prepare written and verbal reports; make presentations; prepare correspondence, memoranda, graphic charts and records for review.
- May be assigned to coordinate the Urban Runoff Program to ensure compliance with NPDES permit.
- Participate on special projects, committees and/or teams related to internal District operations.
- Establish positive working relationships with representatives of community organizations, state/local agencies and associations, District management and staff and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The position requires:

- Sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, making repetitive hand movement and climbing on ladders.
- Both near and far vision when inspecting work and operating assigned equipment.
- Lifting, carrying, and pushing tools, equipment and supplies weighing 25 pounds or more.
- Working in all weather conditions, including wet, hot and cold.
- Working in confined spaces.
- Exposure to fumes or airborne particles and potential exposure to mechanical and electrical hazards.
- Use of power and noise producing tools and equipment.
- Performing duties assigned while wearing respiratory protection equipment.
- Being clean shaven at all times as required to wear respiratory protection equipment.

The risk of injuries and illnesses resulting from working conditions can be mitigated by adherence to the District's safe work practices and procedures. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Job Description
ENVIRONMENTAL ENGINEER

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the skills, knowledge and abilities required for this position. A typical way of obtaining the required qualifications is to possess the equivalent of:

Associate Environmental Engineer

A bachelor's degree in engineering.

Environmental Engineer

A bachelor's degree in engineering and three years of progressively responsible experience in the design and construction of civil engineering projects similar to the Associate Environmental Engineer with the Fairfield-Suisun Sewer District.

License/Certificate:

Associate Environmental Engineer

Possession of a valid California Class C driver's license and safe driving record.

Environmental Engineer

Possession of a valid California Class C driver's license and safe driving record.

Possession of a Certificate of Registration as a Professional Engineer issued by the State of California

Failure to possess and maintain the required license(s) and/or certificate(s) may be cause for discipline up to and including termination.

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Principles and practices of civil engineering design, construction and construction management; surveying methods and techniques; strength of materials and stress analysis; CEQA requirements; public engineering laws, ordinance, codes, specifications and plans; applicable federal, state and local laws, codes and regulations related to sewer and storm drain construction; process control practices, methods and equipment; construction materials, practices and methods; SCADA, database, CADD and GIS software; surveying; geo-technical principles and practices; engineering project inspection methods; working knowledge of contract administration; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Serve as the project manager on one or more capital improvement projects; prepare accurate plans, specifications, cost estimates, change orders and engineering reports; review and analyze plans and specifications for completeness, accuracy and compliance with professional engineering standards to make accurate engineering computations; analyze and evaluate design drawings and specifications;

Job Description
ENVIRONMENTAL ENGINEER

prepare and manage project budgets; develop project specifications; conduct bid evaluations and project monitoring; maintain detailed project management records and documentation; learn and apply established principles and practices of civil engineering; manage the work of outside consultants; administer programs involving federal, state and local grants; promote and enforce safe work practices; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and proficiently use a variety of engineering software and word processing applications; safely and effectively operate engineering tools and equipment.

FLSA Status: Exempt