



BEAUMONT-CHERRY VALLEY WATER DISTRICT
Invites applications for the position of:

CIVIL ENGINEERING ASSISTANT

| | |
|-------------------------------|------------------------------------|
| Opening Date: August 13, 2018 | Closing Date: Open Until Filled |
| Department: Engineering | FLSA Status: Exempt |
| Salary: | \$31.51 - \$38.30 Hourly |
| | \$65,540.80 - \$79,664.00 Annually |

JOB SUMMARY

The Civil Engineering Assistant, under general supervision, performs a variety of routine and semi-routine professional level civil engineering work in the research, design and construction of water, sewer and recycled water capital improvement, maintenance and construction projects; and performs related duties as assigned. The selected candidate must be able to work while under pressure with frequent interruptions while interacting with District personnel.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

General Duties:

- Performs engineering planning and design for capital construction and improvement programs.
- Prepares, or causes to be prepared by consulting engineers, plans and specifications for the construction of a variety of water and recycled water facilities, including pipelines, pumping stations, filtration plants, water tanks, drainage facilities and roadways; researches and identifies project design requirements; conducts hydraulic water computer modeling of the system and facilities to determine design requirements and parameters; analyzes and determines hydraulic requirements and facilities using District-adopted guidelines and standards for existing and proposed projects; performs routine to difficult engineering calculations encompassing hydraulics, surveying, mechanical and structural calculations associated with the District's engineering needs.
- May serve as project engineer for recycled water, maintenance, construction, and operations functions of the Recycled Water System;
- Coordinates the on-going inspection program to assure compliance with District Rules and Regulations related to domestic and recycled water and all applicable regulatory requirements.
- Assist management staff to provide for the training of customer on-site supervisors, District personnel, landscape maintenance personnel, and property managers in the safe use of recycled water and State and local regulatory requirements.



BEAUMONT-CHERRY VALLEY WATER DISTRICT
Invites applications for the position of:

CIVIL ENGINEERING ASSISTANT

- May serve as project engineer for facilities construction, expansion and/or refurbishment projects designed in-house or by engineering consultants; evaluates and recommends solutions to problems; generates preliminary design reports; drafts specifications for construction of District facilities; establishes project scope of work including schedules and cost estimates and serves as a liaison between the District, contractors, consultants and other utilities or agencies; monitors design project progress; serves as liaison with developers, contractors, and design engineers.
- Coordinates engineering design projects with other departments and agencies.
- Prepares and/or reviews assigned special engineering studies, cost estimates, correspondence, records, files and reports.
- Monitors and provides engineering support for construction work in progress, including field investigations, to ensure compliance with approved plans, specifications and standards.
- Researches sub-regional development data and/or as-built files and meets with developers, consultants, and owners to discuss development processes, including but not limited to, due diligence of existing facilities; preparation or review of facilities plans of service and associated water hydraulic analysis; fire flow analysis, static pressure calculations, developer agreements, interim serviceability and coordination with CIP projects, conditions projects to follow BCVWD's latest master plans and performance of a viability evaluation/demand calculation of water and recycled water use.
- Researches, coordinates, and reviews proposed right-of-way and the vacation of existing rights-of-way; prepares documentation for easement acquisitions and coordinates with the District's Right-of-Way legal counsel; reviews and implements permit requirements in the design of facilities.
- Provides unscheduled technical support in answering design questions for walk-in customers, phone calls, emails, and other District departments and staff.
- Meets with BCVWD Operations, Production, Engineering, and Accounting staff regarding coordination of CIP projects and developer projects, including but not limited to water booster stations, water storage tanks/reservoirs, water/recycled water transmission facilities, water recharge facilities (ponds) and regional water reclamation facilities.
- Prepares standard and non-standard Developer Facility Agreements, evaluates potential frontage reimbursements/frontage to be paid, and reviews prevailing wage bids for BCVWD over sizing contributions for additional facility capacity.
- Performs and/or assigns routine research, design and drafting tasks to technical subordinates; reviews submittals/shop drawings; assists in the solution of difficult problems; reviews plans for adherence to District standards; answers contractors' requests for information.
- Prepares a variety of correspondence, requests for proposals, Board letters, records, files, and reports.



BEAUMONT-CHERRY VALLEY WATER DISTRICT
Invites applications for the position of:

CIVIL ENGINEERING ASSISTANT

- Conducts “start-up” and performance tests for pumping systems, electrical systems and/or instrumentation systems.
- Performs other related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Theory, principles and practices of civil and/or mechanical engineering design and construction; techniques and equipment used in design, construction, and maintenance of various public works projects; California Public Works Contract Code; hydraulic calculations; GIS applications; hydraulic system analysis principles of physics and mathematics applicable to civil engineering and land surveying; principles and techniques of project management; principles, modern techniques and equipment used in design, construction and maintenance of various public works projects; strength, properties and uses of construction materials; legal guidelines for public works engineering; public relations; computer applications pertaining to the work, including word processing, spreadsheet analysis, computer-aided drafting and design and hydraulic modeling.

Ability to:

Review and prepare routine to difficult engineering plans, specifications and legal contracts; prepare and evaluate project engineering studies; perform technical research and analyze engineering and mathematical problems, evaluate alternatives and recommend and adopt effective courses of action; perform accurate engineering calculations and cost estimates; communicate effectively, orally and in writing; prepare clear, concise and accurate reports, drawings, maps, notes, correspondence and other written materials; handle unusual design requests; explain design criteria, policies, ordinances, and procedures to consultants; establish and maintain effective working relationships with those contacted in the course of the work; follow and apply written and oral work instructions; make sound independent judgments within established guidelines.

Education, Training and Experience, Licenses, Special Requirements:

Education: Graduation from an accredited college or university with a bachelor's degree in civil engineering or mechanical engineering and registration as an Engineer-In-Training (EIT) issued by the State of California (or the ability to obtain registration as an EIT within six months of employment).

A valid certificate of registration as an Engineer-in-Training issued by the State of California or proof of eligibility to sit for the California Professional Engineer (P.E.) examination is required to maintain employment.



BEAUMONT-CHERRY VALLEY WATER DISTRICT
Invites applications for the position of:

CIVIL ENGINEERING ASSISTANT

Desired Experience:

- 0-3 years experience in related field desirable
- Knowledge, skills and abilities outlined above
- Valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.

PHYSICAL AND MENTAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case by case basis.

Physical Demands:

While performing the duties of this job, the employee is regularly required to use repetitive motion for keyboard use and writing, stand and sit; talk and hear, both in person and by telephone; use hands to finger, handle, feel objects or controls; and reach with hands and arms. Employees are regularly required to walk, use staircases, climb ladders, stand, kneel, stoop and bend; occasionally lift and carry up to 25 pounds (or 60 pounds with assistance); constantly use overall vision.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve difficult problems; use math/mathematical skills; perform detailed work under changing, intensive deadlines, on multiple, concurrent tasks; work with interruptions; and interact with officials, outside engineers, contractors and the public.

Environmental Factors:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



BEAUMONT-CHERRY VALLEY WATER DISTRICT
Invites applications for the position of:

CIVIL ENGINEERING ASSISTANT

The employee usually works under typical office conditions where the noise level in the work environment is moderately quiet. Employees may occasionally be required to work outside, exposed to climatic conditions, where the noise level may be loud.

COMMENTS

The Civil Engineering Assistant must also demonstrate proficiency to be trained in and perform the full range of duties, which includes having a thorough knowledge of project management, the ability to apply the theories, principles, and practices of the civil engineering discipline to specific design assignments, and the ability to work under limited supervision.

APPLICATION PROCESS:

To apply, please visit: <https://bcvwd.org/employment opportunities/>

Submit a completed BCVWD application before the deadline. Inclusion of a resume and cover letter is recommended, however these will not be accepted in lieu of the complete employment application. Applications may be obtained by contacting Human Resources and requesting an application packet be mailed to you. Reference employment position "Civil Engineering Assistant" on the Application.

Beaumont-Cherry Valley Water District
560 Magnolia Avenue
Beaumont, CA 92223

Please note: Employment is contingent upon successful completion of a background investigation and a drug test. The provisions of this job bulletin do not constitute an expressed or implied contract.

BCVWD is an Equal Opportunity Employer.

GM Approval: _____
Revised 2018-08-08

"S:\-Dept_Human Resources\L3 - Management\Recruitment\Employment Opportunities\2018\Civil Engineering Assistant\Civil Engineering Assistant.doc"