

INDIAN WELLS VALLEY WATER DISTRICT  
Essential Function Job Description

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1. **Position Title:** ASSISTANT ENGINEER
2. **Employment Classification:** Non-Exempt
3. **Department:** Engineering
4. **Reports To:** Chief or District Engineer
5. **Fundamental Objectives:** Under the direct supervision of the Chief or District Engineer, performs a full range of engineering duties including planning, design, and construction inspection. Also provides chemical, bacteriological, and biological reviews, regulatory compliance, and related technical and administrative assistance to other staff.
6. **Level of Supervision Required:** Minimal. Direction is provided by the Chief or District Engineer.
7. **Supervisory Responsibilities:** None. In absence of Chief Engineer/District Engineer, may be assigned to supervise Engineering Department support staff.
8. **Essential Job Duties and Responsibilities:**
  - A. Provide leadership by example, establishing and maintaining quality standards.
  - B. Assist in maintaining District Engineering standards manual and review plans for compliance with District standards, and design engineering plans and specification for District projects.
  - C. Monitor the requirements of and responding to, regulatory agencies, regarding respective technical and administrative requirements, as assigned.
  - D. Research records for impacts to District facilities, upon receipt from City or County, of proposed construction projects. Responds to City, County and originator for any District requirements.
  - E. Perform computer analysis for engineering calculations and design.
  - F. Assist with water quality testing programs, quality and production record-keeping and reporting.

- G.** Prepare construction bid packages, including adjusting contract documents, technical specifications, and special provisions for specific project requirements.
- H.** Prepare plans, maps, technical specifications, and special provisions for specific projects.
- I.** Assist in preparing technical reports, engineering studies, and administrative information including, but not limited to, service connection, usage, classification, etc.
- J.** Assist in maintaining Engineering drawings, records, Emergency Action Plan, Water Shortage Contingency Plan, Valve Book, etc.
- K.** Assist with various committee and Board meetings, as assigned.
- L.** Assist in development of budgets and monitor Capital projects.
- M.** Assist in performing rate studies, water production and consumption analysis; annual water consumption/production/quality reports with respective agencies.
- N.** Assist the District's conservation and cross-connection programs.
- O.** Maintain sound client/customer relationship to ensure customer satisfaction with quality and quantity of service.
- P.** Prepare various correspondences in support of above duties.
- Q.** Perform other duties as assigned.

**9. Skills and Abilities:**

**A. Knowledge of:**

- 1.** Scientific principles applicable to the production and distribution of potable water.
- 2.** Complex principles and practices of public utility engineering, including all aspects of design and construction.
- 3.** Applicable laws, codes, and regulations.
- 4.** Computer-aided drafting and hydraulic modeling software.
- 5.** District Policies and Procedures.

**B. Ability to:**

1. Participate in a full range of engineering duties.
2. Communicate clearly and effectively in English, both orally and in writing.
3. Learn the technical aspects of water production and distribution including water quality.
4. Make engineering calculations on a variety of projects based on sound engineering practices.
5. Interpret and apply laws, codes, regulations, policies, and procedures.
6. Coordinate design projects with those of other public agencies and District departments.
7. Assess technical inquiries and provide reasonable solutions.
8. Assess incoming assignments and manage tasks according to assessed priority.
9. Interpret submitted drawings and specifications and assess their adequacy to District goals.

**10. Minimum Qualifications:**

Any combination of experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** Minimum of one year work experience preferred (could be internship or co-op experience) but recent college graduates will be considered. Academic course work should have included hydraulics and the principles of water treatment. Familiarity with the codes and regulations related to drinking water is desirable. Must possess strong oral and written communication skills. Familiarity with computer applications including AutoCAD, GIS and water hydraulic modeling software is a plus.

**Education:** Bachelor of Science Degree in Civil, Environmental or Mechanical Engineering from an ABET accredited engineering program.

**License:** Possess an Engineer-in-Training Certificate issued by the State of California or other state or be able to obtain such within 18 months (two NCEES testing cycles).

Possess a California Department of Public Health Distribution 2 (D2) certification or able to obtain such within 12 months.

Must also successfully complete physical examination and drug screen, and possess a valid California driver's license with a driving record acceptable to the District's insurance underwriter.

**11. Physical Demands/Requirements:**

The physical requirements and physical demands placed upon this position are outlined separately. A copy of these requirements is to be attached to this job description.