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# Castro Valley Sanitary District

## POLICIES AND PROCEDURES MANUAL

**POLICY TITLE:** Job Description – Associate Engineer  
**POLICY NUMBER:** 2320

**2320.1** Definition. Plans, organizes, administers and directs the maintenance, repair, installation and upgrading of Castro Valley Sanitary District's (CVSan's) wastewater collection system infrastructure; provides highly technical professional assistance to the General Manager; performs the full range of civil engineering and office work of a routine to complex nature, including development review, design, management, upgrading and/or inspection of physical facilities; provides engineering services to CVSan staff, including field operations and maintenance personnel; performs related duties as assigned.

**2320.2** Supervision Received and Exercised. General direction is given by the General Manager. Direct supervision is given to Engineering Technicians. Provides project direction to contractors and consultants.

**2320.3** Class Characteristics. The Associate Engineer participates in all CVSan construction, maintenance, repair, installation, and upgrade activities. Responsibilities include coordinating the activities of the department with those of other departments. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering CVSan goals and objectives within policy and procedural guidelines.

**2320.4** Essential Job Functions:

**2320.4.1** Review, examine, and evaluate master plans and improvement plans for sewer system compliance with CVSan standards and codes, including field investigation, flow monitoring, etc., as needed.

**2320.4.2** Prepare and review agreements, maps, legal descriptions, correspondence, and plans and specifications for a variety of projects.

**2320.4.3** Research, prepare, and recommend financing sources for various improvements.

**2320.4.4** Research, review, analyze and make recommendations concerning engineering, operations, and control aspects of major land development proposals, including environmental and other documentation.

**2320.4.5** Design, prepare, and review drawings and engineering specifications for routine to complex capital improvement projects and other wastewater collection and disposal construction projects.

**2320.4.6** Prepare requests for proposal; conduct contract bid openings for a variety of projects, including review and approval of bid documentation; administer applicable ordinances relating to project requirements.

**2320.4.7** Perform more complex construction inspections to confirm contractual compliance with engineering and construction standards. Conduct inspections of construction and repair of public and private collection system components and CVSan facilities for compliance with CVSan Code, Alameda County building regulations, the Uniform Plumbing Code, and other regulations.

**2320.4.8** Investigate consumer complaints and recommend solutions; arrange for advance public notice of shutdowns in non-emergency situations; maintain effective public relations; explain codes and regulations to residents.

**2320.4.9** In charge of professional civil engineering work, with the ability and requirements to sign and seal same.

**2320.4.10** Direct and actively participate in record keeping activities and preparation of a variety of periodic and special reports, including Engineering Monthly Report to CVSan's Board of Directors (Board).

**2320.4.11** Plan, coordinate, direct, review and evaluate the activities and performance of assigned staff.

**2320.5** Essential Cognitive Job Functions:

**2320.5.1** Ability to comprehend and follow instructions:

**2320.5.1.1** Ability to maintain attention and concentration for necessary periods.

**2320.5.1.2** Ability to understand written or oral instructions.

**2320.5.1.3** Ability to do work requiring set limits, tolerances, or standards.

**2320.5.2** Ability to perform simple and repetitive tasks:

**2320.5.2.1** Ability to ask appropriate questions and request assistance.

**2320.5.2.2** Ability to perform activities of a routine and applicable nature.

**2320.5.2.3** Ability to remember locations and work procedures.

**2320.5.3** Ability to maintain a work pace appropriate to a given work load:

**2320.5.3.1** Ability to perform activities within a schedule, maintain regular attendance, and be punctual.

**2320.5.3.2** Ability to complete a normal work day and/or work week and perform at a consistent pace.

**2320.5.4** Ability to perform complex and varied tasks:

**2320.5.4.1** Ability to synthesize, coordinate, and analyze data.

**2320.5.4.2** Ability to perform jobs requiring precise attainment of limits, tolerances, or standards.

**2320.5.4.3** Ability to perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.

**2320.5.5** Ability to relate to other people beyond giving and receiving instructions:

**2320.5.5.1** Ability to get along with co-workers and peers.

**2320.5.5.2** Ability to perform work activities requiring negotiating with, explaining, or persuading.

**2320.5.5.3** Ability to respond appropriately to evaluation or criticism.

**2320.5.6** Ability to influence people:

**2320.5.6.1** Ability to convince or direct others.

**2320.5.6.2** Ability to understand the meaning of words and to use them appropriately and effectively.

**2320.5.6.3** Ability to interact appropriately with people.

**2320.5.7** Ability to make generalizations, evaluations, or decisions without immediate supervision:

**2320.5.7.1** Ability to recognize potential hazards and follow appropriate precautions.

**2320.5.7.2** Ability to understand and remember detailed instructions.

**2320.5.7.3** Ability to make independent decisions or judgments based on appropriate information.

**2320.5.7.4** Ability to set realistic goals or make plans independently of others.

**2320.5.8** Ability to accept and carry out responsibility for direction, control, and planning.

**2320.5.8.1** Ability to set realistic goals or make plans independently of others.

**2320.5.8.2** Ability to negotiate with, instruct, and supervise people.

**2320.5.8.3** Ability to respond appropriately to changes in work conditions.

**2320.6** Non-Essential Job Functions:

**2320.6.1** Assist Collection System staff in solving complex operation and maintenance problems.

**2320.6.2** Assist in the development and administration of the annual budget.

**2320.7** Qualifications. Knowledge of:

- 2320.7.1** Principles and practices of civil engineering design and construction.
- 2320.7.2** Wastewater principals and management, including applicable codes and safe work practices related to the construction, operation, and maintenance of collection system facilities.
- 2320.7.3** Local, State and Federal laws, rules and regulations relating to environmental water quality standards and issues.
- 2320.7.4** Principles and practices of contract administration and project management and evaluation.
- 2320.7.5** Construction materials, methods, materials testing and equipment.
- 2320.7.6** Computer user applications as applied to the solution of engineering problems, such as Geographical Information Systems, AutoCAD, Asset Management Software, Hydraulic Modeling, and Database Management with Reporting.
- 2320.7.7** General principles and equipment used in hydrology, hydraulics, flow monitoring, and flood control.
- 2320.7.8** Safety equipment and procedures.
- 2320.7.9** Engineering mathematics.
- 2320.7.10** Basic physics and chemistry related to wastewater systems and treatment.
- 2320.7.11** Basic supervisory principles and practices.
- 2320.7.12** Techniques for providing a high level of customer service to the public and CVSan staff, in person and over the telephone.
- 2320.7.13** Learn CVSan's permit process and calculation of permit fees.
- 2320.7.14** Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**2320.8** Skill to:

- 2320.8.1** Perform detailed and complex engineering analysis of designs, specifications and plans for utilities systems and components, including maps, drawings, and layouts.
- 2320.8.2** Develop engineering requests for proposal and cost estimates.
- 2320.8.3** Administer contracts and agreements for wastewater collections and disposal projects.
- 2320.8.4** Apply engineering principles and techniques to the solution of simple to complex civil engineering problems.
- 2320.8.5** Learn CVSan's permit process and calculation of permit fees.

- 2320.8.6** Use English effectively to communicate in person, over the telephone and in writing.
- 2320.8.7** Exercise sound judgment within established policy and procedural guidelines.
- 2320.8.8** Establish and maintain effective working relationships with the public, engineering firms, contractors, developers, manufacturers, county and state governmental staff, and other outside agencies.
- 2320.8.9** Prepare clear, concise and accurate reports and correspondence.
- 2320.8.10** Plan, assign, direct, and review the work of assigned staff.

**2320.9** Education and Experience. Graduation from a four (4) year college or university with major course work in civil engineering or a closely related field and five (5) years of experience in the engineering design and project administration for wastewater utilities or related facilities.

**2320.10** Interpersonal Effectiveness. Ability to work effectively in a team-based organization focused on continuous improvement; establish and maintain a positive customer service attitude and effective working relationships with customers; demonstration of strong two-way communication skills, including the ability to listen, explain, and facilitate; ability to ask for input; offer help without being asked; accept suggestions; work with others to solve problems; provide recognition and encouragement.

**2320.11** Licenses and Certifications. Possession of a Professional Engineer’s registration from the State of California is required. Must possess a valid California Class C driver’s license and have a satisfactory driving record. Must possess or obtain Cardiopulmonary Resuscitation, AED, and First Aid certificates within a time period specified by CVSan.

**2320.12** Other Requirements: Willingness and ability to work scheduled and emergency hours; attend meetings, workshops, and seminars during work and non-work hours as assigned.

**2320.13** Physical Requirements. Be able to possess mobility to work in a standard office setting and operate standard office equipment, including a computer and calculator; interpret printed materials and computer screen; and communicate with people in person and over the telephone. Be able to possess mobility to inspect various collection system and pumping station sites; work on uneven terrain; be able to position one-self in order to work in confined spaces, such as manholes. Maintain static postures for extended periods of time, occasionally bend, stoop, stretch and reach; have strength and stamina to safely transport and carry up to thirty (30) pounds.

**2320.14** Work Environment. The work requires outside exposure to all weather conditions with dust, noise, fumes, odors, traffic, potentially hazardous materials, electrical or heavy equipment, and may work in confined spaces. Also works in an indoor climate controlled office environment working around computer monitors; works with and around others, or alone.

*This description reflects CVSan’s assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned.*

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Employee Signature

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Date

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Employer Signature

\_\_\_\_\_  
Date

**\*\*\* END OF POLICY \*\*\***