



Job Title:	Associate Engineer		
Department/Group:	Executive	FLSA Status:	Non-Exempt
Reports To:	District Engineer	Position Type:	Full-time
FLSA:			
<p>Non-Exempt (employee is eligible for overtime/compensatory time in accordance with Federal Fair Labor Standards Act, State Minimum Wage Act).</p> <p>Under the supervision of the District Engineer, the Associate Engineer is responsible for a variety of tasks applying utility engineering principles within established practices and procedures. This includes, but is not limited to, the review and preparation of materials related to the design, construction, maintenance and operations of Capital Improvement Projects, Small Works Projects, Developer Extension Agreements, and in-house maintenance operation activities. This is an engineer-in-training position. The incumbent must be willing to learn and have the desire and ability to complete training or related coursework as required.</p>			
Essential Duties and Responsibilities:			
<p>The following statements reflect the general duties and responsibilities of this position but should not be considered an all-inclusive listing. The employee is also expected to meet the performance standards developed for this position and the District's standards for interpersonal and team behaviors, customer contacts, and supervision.</p> <ul style="list-style-type: none"> • Assists in the development of and review of engineering plans, specifications, cost estimates and final contract bid documents for capital improvement projects. • Performs preliminary project engineering including written project analysis, preliminary drawings and specifications, preliminary estimates of probable costs, and preliminary legal/boundary research. • Researches and compiles records and field data for the preparation of construction plans. • Assists with the development and implementation of Standard Operating Procedures and Guidelines for District programs and practices. • Maintains active communication with contractors, engineers, surveyors, government agencies, and the general public for any engineering, surveying, or construction related issues. • Assists in the administration of contracts for professional services and construction for routine projects, advertises for professional services and for construction contractors, reviews proposals and bids, and makes appropriate recommendations. • Performs field inspections to ensure compliance with District standards and contract plans and specifications. • Obtains appropriate project permits and approvals from government agencies. • Develops engineering and planning reports, maps, and other written documents for implementing water and sewer service. • Assists District staff with entering, collecting, coordinating, updating, and maintaining data within the District's Enterprise Geographic Information System (GIS). • Assists the District Engineer in responding to inquiries from the general public regarding water and sewer availability and Developer Extension Agreements. • Coordinates with Maintenance & Operations staff as needed on all required tasks. • Performs other duties as required or assigned. 			

Work Schedule:
40 hours per week, typically 8:00 a.m. - 4:30 p.m., M-F, District office hours.
Travel:
Infrequent, offsite meetings, training, and conferences.
Qualifications:
<ul style="list-style-type: none"> • <u>Experience/Education:</u> Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities to perform the job. A typical way to obtain the knowledge and experience would be one year of progressively responsible utility engineering experience, and a Bachelor of Science Degree in Civil Engineering, Mechanical Engineering, or a related field. • <u>Licensing Requirements:</u> Possess and maintain a valid Washington State Driver's License and driving record acceptable to the District and the District's insurance carrier, and must be able to provide own transportation to and from job. A Washington State Engineering-in-Training Certificate or the ability to earn one within six months is also required. Be legally eligible to work in the United States.
Knowledge, Skills, and Abilities:
<p><u>Knowledge of:</u></p> <ul style="list-style-type: none"> • Utility engineering theories, principles, and practices, and construction considerations for the planning and development of water and sewer systems. • Methods and standards of practice in the construction and field inspection of public work projects. • Accepted and effective standards and specifications for water and sewer system installations. • Safety precautions. • Customer service techniques. <p><u>Skills in:</u></p> <ul style="list-style-type: none"> • Working with government agencies to obtain permits for development and construction and coordinating District activities with other public agencies. • Reviewing and/or preparing engineering/construction plans, specifications, and estimates for capital and small work projects. • Researching technical records and requirements. • Writing technical reports in a clear, concise manner. • Reviewing developer extension plans for compliance with District rules and regulations. • Tracking and monitoring project records. • Using computers and applicable software, specifically Microsoft Office products and Arc GIS. • Communication, both written and oral, and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

Ability to:

- Ability to perform the essential duties and responsibilities of the position. Reasonable Accommodation will be offered to individuals with disabilities that are able to complete the application process and perform the essential duties and responsibilities of the position.
- Ability to establish relationships with District personnel at all organizational levels.
- Ability to follow oral and written directions.
- Ability to understand, read, speak, and write English.
- Ability to operate computer and typical Microsoft Office software programs.
- Ability to manage multiple projects concurrently under deadlines.
- Ability to exercise discretion, tact, courtesy, and patience with difficult internal and external customers.

Work Environment:

Environment: Duties are primarily performed in an office environment while sitting at a desk, drafting table, or computer terminal, but may also require travel to meetings and field inspections of construction projects. When in the field, the employee may be exposed to adverse weather conditions, automobile traffic and construction hazards.

Physical: Incumbents require sufficient mobility to work in both office and field settings; walk, stand, or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; stoop, kneel, or crouch; light lifting and carrying; ability to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus. Duties require visual inspection of construction drawings and projects.

Hearing: Hear in the normal audio range with or without correction.

Tobacco Free: The Silver Lake Water and Sewer District is a tobacco-free environment within District-owned facilities. The District’s policy is to hire only non-smokers, non-chewing tobacco, and non-vapor users.

COVID Vaccination: Unless otherwise exempt, District employees must be fully vaccinated against the Covid-19 virus prior to beginning full-time permanent employment. Any existing District employee seeking a promotion or transfer within the District (unless otherwise exempt) must be fully vaccinated to be considered for such promotion or transfer.

Currently, an individual is considered “fully-vaccinated” 14 days after that individual has received their second shot of the Pfizer or Moderna vaccine, or their first shot of the Johnson & Johnson vaccine. The definition of fully vaccinated may change based on Board adopted policies.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.

Reviewed By:		Date:	
Approved By:		Date:	