



Ross Valley Sanitary District

Assistant Engineer

HOURLY WAGE: \$63.27 - \$80.75

DEADLINE TO APPLY

September 21, 2025

Candidates must apply online at www.CalOpps.org

Benefits Summary

Paid Time Off: Competitive vacation based on CalPERS service history; sick leave accruals; 16 paid holidays, including four floating holidays.

Health Plan: One hundred percent of Kaiser Bay Area Family Premium is paid for by the District. Dental and vision coverage is also provided.

Retirement: CalPERS defined benefit retirement – 2.7% @ 55 formula for classic members; 2.0% at 62 for new members (as of 12/31/12). Fully coordinated with Social Security.

IRS 457 Plan: Pre-tax employee contributions are matched up to \$100 per pay period.

Retiree Medical: Employee funded Enhanced Retiree Medical Benefit offers qualified employees a medical reimbursement each month, for life, equivalent to the lowest cost PERS medical plan.

Disaster Service Worker

Successful candidates will be asked to take an Oath or Affirmation of Allegiance for Public Employees. All RVSD employees are, by state and federal law, Disaster Service Workers. Roles and responsibilities of Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code.

Ross Valley Sanitary District (RVSD) is excited to announce a rare opportunity to join our CWEA award-winning agency as an Assistant Engineer. RVSD plans, builds, operates, and maintains sanitary sewer infrastructure, while providing excellent customer service to the Ross Valley community.

THE POSITION

This position performs engineering work including project and construction management, design, and technical services. They review development projects for compliance with District standards, perform engineering calculations, administer contracts, and maintain detailed records. This position offers a dynamic opportunity to contribute to the District's infrastructure and service goals through technical expertise and collaborative problem-solving.

EXPERIENCE & QUALIFICATIONS

Any combination of education and experience that provides the knowledge, skills, and abilities required for this position. A typical way to obtain the knowledge and experience would be:

- **Education**

B.S. degree in Civil Engineering or related engineering degree.

- **License or Certificate**

Ability to obtain a valid Class C California License upon appointment. **Engineer-in-Training Certificate** issued by the California Board of Registration for Civil & Professional Engineers **within one year of hire.**

KNOWLEDGE REQUIREMENTS

- Methods and techniques used in the design and construction of a variety of engineering projects.
- Applicable laws and regulations relevant to collection system design, construction, and operation.
- Methods, techniques, and procedures used in engineering and construction project management.
- Use of standard office equipment, Microsoft Office Suite software and computer software used in wastewater industry.
- Safety hazards and regulations applicable to work assignments.

www.RVSD.org

RVSD ASSISTANT ENGINEER RECRUITMENT

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

- Assist in planning, developing, and implementing goals and objectives for the engineering department.
- Respond to mapping requests and permitting questions.
- Identify priorities of Infrastructure Assets Management Plan.
- Communicate status of work to supervisors, managers, staff, and co-workers as appropriate.
- Perform review, analysis, data gathering and input of maintenance and asset information.
- Prepare or direct the preparation of plans, specifications, and estimates pertaining to construction, maintenance, and operation of wastewater facilities and equipment
- Conduct engineering studies, evaluate alternatives and make recommendations.
- Conduct and document onsite inspections.
- Enforce District standards, codes, and regulations.
- Collaborate with colleagues on District projects and development and implementation of policies and procedures.
- Maintain records and files, including electronic and hard copy drawings.
- Prepare correspondence, reports, procedures, and other written materials.
- Participate in developing and administering policies and procedures related to engineering.
- Provide support for staff performing service calls.
- Utilize the Computerized Maintenance Management Software (CMMS) and geographic information system (GIS) to generate and analyze data and prepare reports.

HOW TO APPLY

In order to be considered for this opportunity, **candidates must complete an online application and provide responses to the required Supplemental Questionnaire.** Please go to this link to access the CalOpps job recruitment website to apply: <https://www.calopps.org/ross-valley-sanitary-district>. Applications submitted without all required materials will not be considered.

DEADLINE TO APPLY: September 21, 2025

SAVE THE DATE: In-person interviews scheduled for September 26, 2025

Apply prior to the deadline and allow at least one hour to submit your application if you are a new user to the system. **All application materials must be submitted and received online by the final filing date.** If you have any questions or problems while applying, please contact Christina at (415) 870-9775 or cwinnicki@rvsd.org. *Ross Valley Sanitary District is not responsible for the failure of internet forms or email in submitting your application.*

Accommodation: Candidates with a disability who may require special assistance in any phase of the application or selection process should advise Human Resources by emailing cwinnicki@rvsd.org.

Ross Valley Sanitary District is an Equal Opportunity Employer

www.RVSD.org