

Ross Valley Sanitary District



ASSISTANT / ASSOCIATE ENGINEER

MONTHLY SALARY: ASSISTANT ENGINEER \$8,498—\$10,846

ASSOCIATE ENGINEER \$9,855—\$12,578

DEADLINE TO APPLY

Sunday, April 19, 2020

Candidates must apply online at
www.CalOpps.org

COMPENSATION

Monthly Salary

Assistant Engineer

\$8,498—\$10,846

Associate Engineer

\$9,855—\$12,578

Benefits Summary

The District provides generous retirement, health and other benefits, including vacation, holiday and sick leave pay. CalPERS PEPRA Members receive 2%@62. Classic Members receive 2.7%@55.

The District pays 100% of Kaiser Bay Area Family premium. The District provides dental, vision, life and disability insurance. The District also makes contributions to individual 457 Deferred Compensation Plans. Go to CalOpps.org for more details.

SELECTION PROCESS

Candidates must apply online and complete the Supplemental Questionnaire. Application packets will be screened, and candidates considered best qualified will move forward to a competitive examination process, which may include a writing and/or practical exam and an oral interview.

The examination process will result in a ranked eligible register of candidates for hiring consideration. The actual job offer will depend on candidate's success in the selection process.

SAVE THE DATE

Oral interviews are tentatively scheduled for Thursday, April 30, 2020

THE ORGANIZATION

Ross Valley Sanitary District (RVSD) is excited to announce a rare opportunity to join our CWEA award-winning agency as an Assistant or Associate 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 journey level and professional engineering work, project management, construction management, design work, and other engineering and technical services for the District; reviews development projects to ensure conformance with District standards; makes calculations, administers contracts, maintains records, provides engineering support to District departments, conducts studies regarding capital projects, assists in the budgeting process for project expenditures, and performs related work as required.

SAMPLE DUTIES INCLUDE

Assistant Engineer

- Respond to mapping requests and permitting questions.
- Confer with representatives of external agencies, contractors, architects, and the public regarding conformance to standards, plans, specifications, and codes.
- Administer contracts; ensure contractor compliance with District codes and standards.
- Prepare correspondence, reports, procedures, and other written materials.
- Maintain records and files, including electronic and hard copy drawings.
- Collaborate with colleagues on District projects and development and implementation of policies and procedures.
- Utilize Computerized Maintenance Management Software (CMMS) and geographic information system (GIS) to input information, review and gather data, and prepare reports.

Associate Engineer

- Coordinate capital improvement program projects including studies, design engineering, consultant work, requests for proposals, and inspections.
- Review contract submittals; negotiate and prepare changes in contracts.
- Prepare reports for the Board of Directors.
- Coordinate outreach and collaboration with external agencies and consortium activities.
- Develop and administer policies and procedures related to engineering activities.
- Utilize Computerized Maintenance Management Software (CMMS) and geographic information system (GIS) to analyze data and coordinate engineering activities.

A complete job description can be found at www.RVSD.org

ASSISTANT / ASSOCIATE ENGINEER

MINIMUM 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:

Assistant Engineer

Experience

Two years' experience in engineering related to design and construction in an applicable field.

Education

Equivalent to a B.S. degree in Civil Engineering.

License or Certificate

Ability to obtain a valid Class C California License upon appointment.

Engineer-in-Training (E.I.T.) Certificate issued by the California Board of Registration for Civil and Professional Engineers.

Associate Engineer

Experience

Three years' experience in engineering related to design, land development and construction in public works or applicable field, with one year of experience post acquiring the Professional Engineering License.

Education

Equivalent to a B.S. degree in Civil Engineering or closely related field (Master's degree is desirable).

License or Certificate

Possession of a valid Class C California Driver's License at the time of appointment. Possession of a Certificate of Registration as a Professional Engineer in the State of California. Three years of additional professional engineering experience - for a total of six years of experience – can be substituted for the Professional Engineer registration.

SUPPLEMENTAL QUESTIONNAIRE

1. Provide a general description of your work experience in designing/constructing wastewater treatment, pump station systems, collection systems, and/or water distribution and storage facilities.
2. Describe your experience in providing Engineering Services during Construction for a water or sewer project, including a project example and your specific responsibilities.
3. Describe your experience and proficiency using GIS, Asset Management, and AutoCAD programs.
4. Explain the key ingredients to successful project delivery, working as part of a multi-disciplinary team. Include specific examples describing your role and responsibilities.

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 for this position: <https://www.calopps.org/ross-valley-sanitary-district>. Applications submitted without all required materials will not be considered.

DEADLINE TO APPLY: Sunday, April 19, 2020

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 required application materials must be submitted and received online by the final filing date.** Inquiries may be directed to fnewhouse@rvsd.org or call (415) 870-9761. 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 fnewhouse@rvsd.org.



Ross Valley Sanitary District is an Equal Opportunity Employer

www.RVSD.org