

Water Authority Position Description

ENGINEER ASSISTANT

Status	Position Code	Level	Date
APPROVED	ENAT	ECL	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY

PARTICIPATE IN WATER/WASTEWATER DESIGN PROJECTS IN SUPPORT OF AN ASSIGNED AREA UNDER THE DIRECTION OF A PROFESSIONAL ENGINEER.

MIN EDUCATION & EXPERIENCE REQ

BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH MAJOR COURSE WORK IN CIVIL ENGINEERING OR RELATED FIELD. TWO (2) YEARS OF PROFESSIONAL ENGINEERING EXPERIENCE DESIRABLE.

ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN, A VALID AUTHORITY OPERATOR PERMIT (AOP)
POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE.

SUPERVISION RECEIVED/EXERCISED

RECEIVE GENERAL SUPERVISION FROM HIGHER LEVEL SUPERVISORY OR MANAGEMENT STAFF.

MAY EXERCISE SUPERVISION OVER TECHNICAL STAFF AND/OR ASSIGNED CONSULTING STAFF.

ESSENTIAL FUNCTIONS

1. PERFORM ENGINEERING DESIGN DUTIES INCLUDING CONDUCTING CODE OR CONSTRUCTION PLAN REVIEW, WRITING SPECIFICATIONS AND/OR OBTAINING PERMITS.
2. MAINTAIN PROJECT SCHEDULES AND REPORT THE STATUS OF PROJECTS TO HIGHER-LEVEL STAFF.
3. REVIEW PLANS AND REPORTS FOR CIP CONSTRUCTION. ENSURE COMPLIANCE WITH APPLICABLE RULES, REGULATIONS AND ORDINANCES. RECEIVE AND INVESTIGATE COMPLAINTS. CONDUCT INVESTIGATIONS TO DETERMINE SOURCE OF PROBLEM AND PROVIDE SOLUTIONS.
4. COORDINATE CONSTRUCTION PROJECTS WITH CONSULTANTS TO DETERMINE DESIGN AND SOLUTIONS TO VARIOUS PROBLEMS.
5. RESEARCH AND REVIEW PLATS, EASEMENTS, COVENANTS, REPORTS AND PLANS FOR PROJECTS.
6. RECEIVE AND RESPOND TO COMPLAINTS OR INQUIRIES FROM THE PUBLIC REGARDING PROPOSED PROJECTS.
7. PREPARE A VARIETY OF TECHNICAL, ANALYTICAL AND ADMINISTRATIVE REPORTS WITHIN THE ASSIGNED AREA OF RESPONSIBILITY.
8. RESPOND TO AND RESOLVE DIFFICULT AND SENSITIVE CITIZEN INQUIRES AND COMPLAINTS.
9. SUPERVISE THE WORK OF ASSIGNED CONSULTING STAFF.
10. MONITOR AND TEST VARIOUS PUMP FLOWS AT WELL SITES. EVALUATE WATER LEVEL TRENDS. ENSURE COMPLIANCE WITH ESTABLISHED WATER LEVEL GUIDELINES.
11. ENSURE A SAFE WORK ENVIRONMENT EXISTS WITHIN ALL CONSTRUCTION PROJECTS.
12. INSPECT, APPROVE AND/OR CORRECT WORK ZONE BARRICADES FOR TRAFFIC CONTROL AND PEDESTRIAN ACTIVITIES. COORDINATE THE PLACEMENT OF SIGNS AROUND CONSTRUCTION SITES.
13. PERFORM VARIOUS RESEARCH AND DATA COLLECTION DUTIES WITHIN ASSIGNED AREA. PREPARE ANALYTICAL AND STATISTICAL REPORTS ON OPERATIONS AND ACTIVITIES.

SUPPLEMENTAL FUNCTIONS

ATTEND AND PARTICIPATE IN PROFESSIONAL GROUP MEETINGS; STAY ABREAST OF NEW TRENDS AND INNOVATIONS IN THE FIELD OF ENGINEERING.

PREFERRED KNOWLEDGE

PRINCIPLES AND PRACTICES OF CONSTRUCTION
PRINCIPLES OF BUSINESS LETTER WRITING AND ANALYTICAL REPORT PREPARATION
PERTINENT FEDERAL, STATE AND LOCAL CODES, LAWS AND REGULATIONS
WATER AUTHORITY PERSONNEL RULES AND REGULATIONS

PREFERRED SKILL/ABILITY

OVERSEE ASSIGNED PROJECT ACTIVITIES
REVIEW A VARIETY OF ENGINEERING PLANS AND SPECIFICATIONS FOR COMPLIANCE
WITH APPLICABLE CODES AND REGULATIONS
DETERMINE SOLUTIONS TO ASSIGNED PROJECT PROBLEMS
PREPARE A VARIETY OF CLEAR AND CONCISE ANALYTICAL REPORTS
UTILIZE COMPUTER PROGRAMS AND SOFTWARE
RESPOND TO REQUESTS AND INQUIRIES FROM THE GENERAL PUBLIC
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE
CONTACTED IN THE COURSE OF WORK

WORKING CONDITIONS

FIELD AND OFFICE ENVIRONMENT; TRAVEL FROM SITE TO SITE; EXPOSURE TO
NOISE, DUST, GREASE, SMOKE, FUMES, GASES; WORK AROUND HEAVY CONSTRUCTION
EQUIPMENT

PHYSICAL REQUIREMENTS

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED
DUTIES AND RESPONSIBILITIES SUCH AS: WALKING, STANDING OR SITTING FOR
PROLONGED PERIODS OF TIME; OPERATING MOTORIZED VEHICLES