Las Gallinas Valley Sanitary District

Invites your interest for the position of

Assistant Engineer
The Position

Located in beautiful Northern California, between the cities of San Rafael and Novato, the Las Gallinas Valley Sanitary District has a career opportunity for the position of Assistant Engineer.

This is the entry-level non-registered classification in the professional engineering series. Incumbents perform the less difficult and complex tasks in the field of civil engineering. As experience and proficiency are gained, assignments will become more technically diverse and difficult, while exercising increasing independence of judgment.

Under general direction of the District Engineer, performs a variety of civil engineering work in the planning, design, investigation, and construction of District wastewater treatment plant, collection system, recycled water, and related facilities; makes field inspections of a variety of construction projects including pipelines, pumping stations, treatment facilities, and capital improvement projects to insure conformance with approved plans, specifications and District regulations; acts as project manager and construction manager for assigned capital projects; and, performs other related work as required.

The Assistant Engineer may advance to Associate Engineer after gaining five (5) years total related work experience, one year of which includes project management, obtain Professional Engineer’s license; and demonstrating proficiency at the Assistant Engineer level.

Minimum Qualifications

Bachelor’s degree from four-year ABET-accredited college with major coursework in Civil, Mechanical, Environmental, Sanitary, or similar Engineering curriculum. One to two years’ experience in a water treatment or wastewater treatment setting is desirable but not mandatory. Experience operating Autocad, hydraulic analysis software, and project scheduling program is desirable. Must possess a valid California class C driver’s license and maintain a satisfactory driving record. Possession of a California Engineer-in-Training Certificate is required and must be obtained within 2 years of employment.

Examples of Duties

- Assists District staff with studies relating to the planning, design, construction and operation of facilities used for wastewater treatment, collection system, recycled water, and other District facilities.
- Issues permits for sewer construction; assists in coordinating sewer construction work between District staff and contractors; uses District ordinances and fee schedules to calculate plan check, inspection, connection and other related fees for developers’ projects; and tracks plan check and permit processes using a computerized tracking system.
- Prepares a variety of written correspondence, reports, grant applications, procedures, and other written materials.
- Performs field, office and computer-aided studies and prepares periodic and special reports based on findings from research, studies and surveys; and makes recommendations on findings.
- Assists in the preparation of bidding documents, plans and specifications, cost estimates and reports pertaining to the construction, maintenance and operation of a variety of engineering projects.
• Performs basic design and drafting duties in connection with sewer lines, laterals and other projects. Utilizes a variety of engineering software programs and applications including CADD.
• Maintains engineering files, including plans, studies, inspections, surveys, maps and other data related to engineering projects; updates maps and engineering drawings and other information recorded in GIS.
• Receives and responds to requests from other public agencies, developers, contractors, private engineers, title companies and others for base maps, parcel maps, improvement plan information, permits and federal, state and local codes, specifications and ordinances.
• Investigate field problems affecting property owners, contractors, and maintenance operations; resolve problems, coordinate field work, or refer as appropriate.
• Serves as construction inspector and monitors project work procedures to ensure compliance with established policies and procedures; evaluates proposed changes to approved plans and specifications.
• Performs lateral inspections and maintains permit program.
• Manages the Underground Service Alert (USA) system and marks location of underground sewer facilities in response to USA notifications.
• Creates database and maintains accurate records of existing easements, inter-agency utility agreements, special assessment district files, and similar documents.

**The District**

We understand and embrace our Mission to protect public health by effectively handling the sanitation needs of the community and our role in protecting the environment. Discharging directly to the San Pablo Bay presents significant and obvious challenges to do our job correctly. The District has a strong commitment to the environment in all that we do, as demonstrated in our photovoltaic power generation project, various recycling efforts, multi-faceted reclamation project, freshwater marsh, irrigated pastures and newly constructed recycled water plant. The District has received recognition and many awards for environmental and educational programs. We are known for being innovative, proactive and successful at what we do. Our approach is to combine effective Pollution Prevention and Educational Programs and state-of-the-art technologies with a strong and positive relationship with our community.

We are a team dedicated to keeping our world a cleaner and safer place to live. In support of our dedication to protecting public health, continuing our progressive approach to innovative technologies and environmental education, we seek an Assistant Engineer who thrives on and can contribute to this efficiently run but challenging work environment.
General Information

Founded In: 1955
Location of Service Area: San Rafael, California

NUMBER OF FULL TIME EMPLOYEES: 19
NUMBER OF CUSTOMERS SERVED: 30,000
Residential 90%
Commercial 10%

COLLECTION SYSTEM:
Sewer Gravity Pipelines: 105 Miles
Sewage Pumping Stations: 28

PLANT/TREATMENT:
Treatment capacity 2.92 MGD

The Compensation

The Assistant Engineer salary will be dependent on qualifications, background and successful experience. Additional compensation, subject to the approval of the General Manager for dual (5%) and triple (5%) certification is available.

The monthly salary range for an Assistant Engineer is $6,200 to $7,536 per month. The very competitive benefits package includes:

- **Health Insurance** — The District participates in PERS/Medical, which offers a wide range of health provider selections. The District pays the premium up to the Kaiser Family Rate.

- **Dental Insurance** — The District provides a self-insured program for employees and eligible dependents, and pays dental expenses up to $2,000 per year per person.

- **Long Term Disability Insurance** — The District provides LTD.

- **Vision Insurance** — The District provides a comprehensive program for employees and eligible dependents, and pays for up to 50% of the premium.

- **Life Insurance** — The District provides fully paid term life insurance in the amount of $50,000.

- **Retirement** — The District participates in the California Public Employee Retirement System (PERS); fully vested after 5 years of service. Classic Members may be eligible for a retirement benefit of 2.7% at age 55; New Members are eligible for a retirement benefit of 2% at age 62.

- **Social Security** — The District participates in the Social Security System and matches the employee’s contribution.

- **Certification Pay**—Dual Certification plus 5% in salary, Triple Certification plus another 5% in salary for skills and training that benefit the District operationally and financially.

- **Holidays** — Employees receive 9 holidays per year.

- **Vacation** — Employees receive 14 vacation days per year for the first 3 years, 19 days from years 4 to 10, 22 days from years 11 to 15, 24 days for years 16+, and a one-time 5-day vacation bonus after 20 years of service.

- **Sick Leave** — Employees receive 12 days of annual sick leave.

- **Deferred Compensation** — A 457 Plan is available.

- **Retirement Medical** — Benefits are available after ten years of District service upon retirement from the District.
The Recruitment Schedule

Final Filing Date ........................................... 3:00 pm on Friday, May 30, 2014, late applications will be rejected
Preliminary Reviews ................................. June 2-6, 2014
Initial Interviews ......................................... June 11, 2014
Finalists Selection Process Begins .......... June 18, 2014

Dates have been confirmed. It is recommended that you plan your calendar accordingly.

The Recruitment Process

To apply for this outstanding career opportunity, Applicants need to fill out a Las Gallinas Valley Sanitary District Job Application. A resume may be included but is not an acceptable substitute for an application.

Instructions: The “Internet Job Application” is available at www.lgvsd.org/jobs.html. All applicants must complete the job application. Resumes submitted without the application will be rejected. Please submit a copy of your diploma with the application, including an EIT certificate if available. When you've completed the form, please print it and save it to your computer. You can then either attach it to an e-mail as a pdf document, or mail/fax it to us. If you wish to have a paper application mailed or faxed to you instead, please call 415-472-1734, extension 22 and provide your name, address and telephone and/or fax number(s).

Pre-employment requirements include passing a background check, physical and drug screen.

For further information please contact the District office at 415-472-1734 or see the District’s web site at www.lgvsd.org.