



**Associate/Senior Engineer**  
**\$105,000 - \$185,000 Annually (DOQ)**

Apply by emailing a cover letter and resume to [CamMgmt@camrosa.com](mailto:CamMgmt@camrosa.com)

**DEFINITION**

Under minimal supervision, performs professional engineering work related to planning, design, and construction of District capital improvement projects, review and development of various land development projects, as well as various administrative tasks related to customer service, reports, presentations, and budgeting. In addition, the Associate/Senior Engineer will manage consultants and contractors; and provide technical assistance to the District Engineer and District's Management, as needed.

**ASSOCIATE/SENIOR ENGINEER CLASSIFICATION**

The Senior Engineer class is characterized by its responsibility for the performance of professional engineering work of complex difficulty. It differs from the Associate Engineer class by its responsibility for more complex engineering projects requiring independent engineering and regulatory analysis.

**ESSENTIAL DUTIES** – Duties may include, but are not limited to, the following:

- Manage, direct, review, and participate in planning studies, water resource studies, preliminary engineering, design and construction of the District's capital improvement projects.
- Oversee and administer construction contracts; oversee construction management of projects.
- Develop requests for proposals; review proposals and oversees the selection process; negotiate contracts; directly oversee the work of consultants and contractors.
- Maintains good working relationships with local, regional, and State agencies to coordinate permitting and regulatory review.
- Assists in development and implementation of the District's goals and objectives; establishes schedules and methods for planning, design, and construction of the Capital Improvement Program and other projects; and participates in the development and preparation of Master Plans and Asset Management Plans.
- Assist with water and wastewater treatment and field services staff on technical issues as requested.
- Participate in the development and administration of the District's budget, prepare cost estimates and project priorities.
- Administer and oversee the bid process, including pre-bid meetings, preparation of Board agenda reports, and award of construction contracts.
- Provide technical staff assistance to District Management and Operations.

- Prepare and make presentations to the Engineering staff and/or Board of Directors regarding project recommendation, award, and progress updates.
- Manage the development of projects related to both small and large land development projects.
- Assists in reviewing engineering plans or specifications prepared by engineering consultants or developers; makes engineering calculations to include quantity takeoffs and initial cost estimates for construction; participates in reviewing submittals and vendor drawings for conformance with design requirements.
- Assist with developing fees related to Capital Improvement, Mitigation, administrative, and over-sizing improvements. Assist with preparation of Water Availability and Will-Serve letters.
- Build and maintain positive working relationships with co-workers, and Camrosa's customers using principles of good customer services.
- Prepare monthly, quarterly, semi-annually, and annual reports, both internally and to outside agencies, as required.

## **QUALIFICATIONS**

### *Knowledge:*

- Principles and practices of civil engineering, design, construction, and maintenance requirements of water and wastewater systems facilities, including the strength, properties, and use of engineering construction materials and methods.
- Principles and practices of construction management.
- Principles and practices of land development management.
- Engineering mathematics.
- Principles and practices of budget and cost management.
- Pertinent local, State and Federal laws related to regulatory requirements.
- Principles and practices of good customer service.
- Understanding of general engineering programs, policies, and practices.

### *Ability to:*

- Perform professional engineering duties including design, development, construction and project management.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze reports, papers and special projects; identify and interpret technical and numerical information; observe and problem solve operation and technical policy and procedures.
- On a continuous basis, write reports, board memos, prepare presentations, and meet with outside agencies.
- Prepare concise and clear written technical reports, studies, and other written materials, including proposals and regulatory reports.
- Ability to inspect and understand general means and methods related to construction and document construction activity and progress.

- Ability to review project submittals and check for general conformance with the project plans and specifications.
- Coordinate fire flow testing program and assemblies and review data and statistics related to these tests. Complete Ventura County Fire Department's 625 Forms.
- Ability to comprehend, review, plan check, and ensure land development projects meet the District's standards. Establish requirements, fees, and agreements for land development projects.
- Read and comprehend project plans, specifications, and contracts.
- Establish and maintain effective working relationships with those contracted in the course of work.
- Work effectively under time deadlines and within limited financial and staffing resources.
- Proficiently use computers and applicable software.
- Communicate clearly and concisely, both orally and in writing.
- Corresponds with regulatory agencies, including the California Department Water Resources, Division of Drinking Water and Fox Canyon Groundwater Management Agency regarding reporting requirements and compliance.

## **EDUCATION & EXPERIENCE**

### **Education:**

- Bachelor's degree in civil engineering from an accredited college or university with major course work in engineering.

### **Experience:**

- Four years of progressively responsible professional engineering experience including project management responsibility.

### **License or Certification:**

- Possession of a California Driver's License.
- Registration as a Professional Engineer (PE) with the State of California or possession of a California Engineering in Training (EIT, FE) and the ability to obtain PE license within eighteen months.

## **Senior Engineer**

In addition to the qualifications for Associate Engineer:

### **Knowledge:**

- Advanced engineering principles and practices.
- Advanced principles and practices of project management.
- Advanced methods, materials, and techniques used in the design, construction, and maintenance and operation of District projects and activities.

- Ability to negotiate and write contracts related to construction, purchasing, and development projects.
- Laws, rules, ordinances and legislative processes including CEQA requirements governing water rights, and water treatment.

Ability to:

- Perform the most complex duties related to planning, water resources, designing and construction of District projects related to both water and wastewater.
- Review technical reports, board memos, studies, presentations, and provide comments and feedback.
- Direct, review and participate in the more complex engineering and technical studies.
- Work with minimal direction from supervisor.

**EDUCATION & EXPERIENCE**

Education:

- Bachelor's degree in civil engineering from an accredited college or university with major course work in engineering.

Experience:

- Eight years of progressively responsible professional engineering experience including project management responsibility.

License or Certification:

- Possession of a California Driver's License.
- Registration as a Professional Engineer (PE) with the State of California.