



## **Squaw Valley Public Service District**

### **Job Employment Opportunity**

#### **Assistant Engineer**

#### **LOCATION**

Olympic Valley, commonly referred to as Squaw Valley, is located five miles from the north shore of beautiful Lake Tahoe along State Highway 89 and hosted the 1960 Winter Olympic Games. Olympic Valley is about eight-miles south of Truckee, 40 minutes southwest of Reno and 100-miles northeast of Sacramento. Olympic Valley is home to world class skiing and the Lake Tahoe area offers an abundance of year-round outdoor recreational activities.

#### **THE DISTRICT**

The Squaw Valley Public Service District is an independent Special District located in Olympic Valley in eastern Placer County, California. Incorporated in 1964, the District provides water, sewer collection, and municipal solid waste services as well as fire protection and emergency medical services to approximately a thousand customers.

The District has 31 employees and is governed by a five-member Board of Directors. The District fulfills its mission by the work of three departments – Administration, Operations and the Squaw Valley Fire Department.

#### **THE JOB**

The Assistant Engineer is a second level position in the professional engineer series, which includes the Junior Engineer and Associate Engineer positions. The Assistant Engineer provides engineering and technical support with primary responsibilities related to the construction management and inspection of District water and wastewater facilities, residential construction, and District Code enforcement.

The position requires frequent use of independent judgment, interpretative ability and initiative, and the ability to communicate on a professional level with other departments, District management, employees, customers, vendors, and regulatory agencies. This is an exempt position.

Monthly Salary Range: \$7,843.02 - \$ 9,533.24

## **QUALIFICATIONS**

Graduation from an ABET-accredited engineering program at a college or university with a Bachelor of Science degree in Civil Engineering or related engineering curriculum. Minimum of three (3) years' of increasingly responsible civil/environmental engineering experience in the water and wastewater field at a level comparable or higher than the Junior Engineer classification. Registration as a Civil Engineer in the State of California or ability to obtain registration within twelve (12) months of hire date. Registration in another state may be accepted with the requirement that the California registration is obtained within twelve (12) months of hire date.

## **BENEFIT PACKAGE**

PERS retirement, medical, dental, vision and life insurance plan; 11 paid holidays, vacation and sick leave; educational incentives, cafeteria plan, choice of two deferred compensation plans.

## **THE PROCESS**

Applicants must complete a Squaw Valley Public Service District job application packet. This document along with the full job description is available online at: <http://www.svpsd.org/employment>. It may also be obtained at the District office. Note that an original, signed application and supporting documentation (resume, cover letter) must be submitted by mail or in person – it cannot be submitted online. Call (530) 583-4692 to schedule an in-person drop off time.

The District office is located at 305 Squaw Valley Road, Olympic Valley, California.

### The mailing address is:

Squaw Valley Public Service District  
Post Office Box 2026  
Olympic Valley, CA 96146-2026

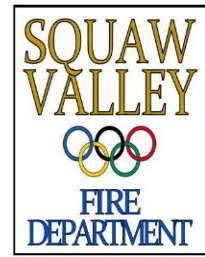
Candidates will be required to give Squaw Valley Public Service District permission to conduct a background check, including employment history, criminal and civil filings upon acceptance of offer of employment. Adverse findings may be cause for withdrawal of an offer of employment.

**Application Deadline:** Initial deadline is Friday, July 10, 2020 at 5:00 p.m./position open until filled.

**Squaw Valley Public Service District is an equal opportunity employer.**



# SQUAW VALLEY PUBLIC SERVICE DISTRICT



## JOB DESCRIPTION ASSISTANT ENGINEER

### JOB SUMMARY

The Assistant Engineer, under direction of the District Engineer or General Manager, performs a variety of engineering activities with primary responsibilities related to the construction management and inspection of District water and wastewater facilities, residential construction, and District Code enforcement.

This is the second level in the professional engineer series, which includes the Junior Engineer and Associate Engineer positions. The Assistant Engineer must possess a Civil Engineering degree from an ABET accredited school, minimum of three (3) years of progressive experience in the water/wastewater field, and registration as a Civil Engineer in the State of California. The Assistant Engineer must have working knowledge of various aspects of engineering and construction management as it relates to planning, permitting, design, construction, operations, and maintenance of water production, storage, treatment, and distribution systems, wastewater collection systems, and buildings and grounds.

This job description is similar to that of the Junior Engineer and is distinguished from that position by the level or efficiency, thoroughness, independence, and professionalism of which similar duties and responsibilities are performed and completed, which presumably is a function of the employee's education, experience and individual performance and innate capabilities.

### DESCRIPTION

The position requires frequent use of independent judgment, interpretative ability and initiative; the ability to communicate and work cooperatively on a professional level with customers, other departments, District management, vendors, and regulatory agencies. The individual understands the importance of collaboration and communication in a small team setting. This is an exempt position.

### EXAMPLES OF DUTIES

The duties listed are intended only as illustrations of the various types of work that may be performed.

- Perform plan reviews and inspections for single family and multi-family residential construction.
- Perform plan reviews of developer designed and constructed water and wastewater collection system improvements.

- Provide construction management and inspection of District Capital Improvement and Capital Replacement projects and developer designed water and wastewater collection system improvements.
- Provide engineering support for planning, design, permitting, and construction management for buildings and grounds projects.
- Administer construction contracts and performs a variety of construction inspections for District capital projects and compliance inspections for non-District projects to ensure compliance with applicable District, county, State and Federal standards, guidelines and regulations. Acts as the District's on-site representative on a construction project.
- Review the work of contracted consultants for the design of water and wastewater system improvements.
- Maintain the District's mapping system, including field GPS data collection and GIS database upkeep.
- Maintain and advances the District's asset management systems and software.
- Acts as the District's Code Compliance Officer.
- Assist with the preparation, update, maintenance and distribution of District construction standard details, specifications, ordinances, policies or other documents as required.
- Assist in the implementation of the District's easement abatement program and ensures customer compliance.
- Develop and maintain standard ACAD drawings, templates, details, blocks, and other standard drawing elements.
- Prepare a variety of plans, maps, exhibits, charts, graphs and tables for District reports and presentations utilizing appropriate computer software.
- Ensure compliance with the District's Fats, Oils, and Grease (FOG) program.
- Coordinate with all other departments of the District to support the implementation and management of the District's capital improvement and replacement programs.
- Assist in the preparation and administration of the annual operating budget and capital budgets for assigned area of responsibility; monitors and controls budgets utilizing computerized financial accounting system.
- Develop and maintain standard operating procedures as they relate to the duties above.
- Provide excellent customer service to internal and external customers and business partners.
- Respond effectively to inquiries or complaints from customers, contractors, and/or regulatory agencies.
- Follow and enforce safety procedures and guidelines.

- Perform various other related duties as directed by the District Engineer or General Manager, including support for the Administration, Finance, Operations, and Fire Departments.

#### **REQUIRED KNOWLEDGE AND SKILLS**

- Civil and hydraulic engineering principles and practices.
- Construction management principles and practices.
- Ability to read and understand contract drawings and specifications.
- Ability to perform technical writing tasks.
- Computer principles as related to the solution of engineering problems.
- Proficiency in AutoCAD.
- Use of GPS equipment to collect field data.
- Water and wastewater system materials and construction.
- Water and wastewater system processes, and operation and maintenance of facilities.
- Methods of water and wastewater system planning.
- Practices of feasibility studies and cost estimating.
- Principles and practices of surveying and mapping.
- Interpreting and applying applicable federal, state and local laws, regulations and guidelines.
- Modern office equipment including use of word processing, database and spreadsheet applications.
- Principles and practices of customer service.
- Work independently and identify and resolve potential problems.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective and professional working relationships with those contacted in the course of work.

#### **MINIMUM QUALIFICATIONS**

##### **EDUCATION AND EXPERIENCE**

- Graduation from an ABET-accredited engineering program at a college or university with a Bachelor of Science degree in Civil Engineering or related engineering curriculum.
- Minimum of three (3) years of increasingly responsible civil/environmental engineering experience in the water and wastewater field at a level comparable or higher than the Junior Engineer classification.

## LICENSE AND CERTIFICATES

- Registration as a Civil Engineer in the State of California or ability to obtain registration with twelve (12) months of hire date. Registration in another state may be accepted with the requirement that the California Registration is obtained within twelve (12) months of hire date.
- Valid Driver's License.

## PHYSICAL WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles and outside weather conditions. The employee is occasionally required to work in confined space and is occasionally exposed to moving mechanical parts; high, precarious places; toxic or caustic chemicals; risk of electrical shock; explosives and vibration. The noise level in the work environment is usually moderate.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, that may be required by their supervisor.

####

**SQUAW VALLEY PUBLIC SERVICE DISTRICT  
PHYSICAL JOB ANALYSIS FORM**

**POSITION:** Assistant Engineer

**DEPT:** Administration

**While performing the duties of this Job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee is frequently required to reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.**

**PHYSICAL REQUIREMENTS**

**1. Gross Body Movements:**

- A. Sitting 75 % of day
- B. Standing 25 % of day
- C. Walking 15 % of day
- D. Driving **As needed**
- E. Hearing 100 % of day
- F. Speaking 90 % of day

**2. Job Specific Body Movements:** (Occasionally: 1/3 of time or less; frequently: 1/3 - 2/3 of time; continuously: more than 2/3 of time)

	<u>OCC.</u>	<u>FREQ.</u>	<u>CONT.</u>
A. Working/reaching above shoulder	<u>X</u>	_____	_____
B. Working with arms extended at Shoulder level	<u>X</u>	_____	_____
C. Working with body bent over at waist	<u>X</u>	_____	_____
D. Working in kneeling position	<u>X</u>	_____	_____
E. Crawling	_____	_____	_____
F. Climbing stairs	<u>X</u>	_____	_____

**3. Height from floor of objects to be reached or worked on:**

OBJECT(s):  
Files, Shelves

HEIGHT(s)  
Approximately 6 feet

<b>4. Lifting to waist</b>	<b><u>OCC.</u></b>	<b><u>FREQ.</u></b>	<b><u>CONT.</u></b>
1 - 20 LBS.	<u>  X  </u>	<u>      </u>	<u>      </u>
20 - 50 LBS.	<u>  X  </u>	<u>      </u>	<u>      </u>
50 + LBS.	<u>      </u>	<u>      </u>	<u>      </u>

<b>5. Hand Coordination Activities:</b>	<b><u>OCC.</u></b>	<b><u>FREQ.</u></b>	<b><u>CONT.</u></b>
A. Major Hand	<u>      </u>	<u>      </u>	<u>      </u>
Pulling	<u>  X  </u>	<u>      </u>	<u>      </u>
Pushing	<u>  X  </u>	<u>      </u>	<u>      </u>
B. Fine Manipulation	<u>      </u>	<u>      </u>	<u>      </u>
Typing/Keyboard	<u>      </u>	<u>  X  </u>	<u>      </u>
Writing	<u>      </u>	<u>  X  </u>	<u>      </u>
C. Simple Grasping	<u>      </u>	<u>      </u>	<u>      </u>
Filing	<u>      </u>	<u>  X  </u>	<u>      </u>
D. Power Grip	<u>      </u>	<u>      </u>	<u>      </u>
Tools	<u>  X  </u>	<u>      </u>	<u>      </u>
Equipment	<u>  X  </u>	<u>      </u>	<u>      </u>
E. Hand Twisting	<u>      </u>	<u>      </u>	<u>      </u>
Folding	<u>  X  </u>	<u>      </u>	<u>      </u>

<b>6. Other (not included above):</b>	<b><u>OCC.</u></b>	<b><u>FREQ.</u></b>	<b><u>CONT.</u></b>
A. _____	<u>      </u>	<u>      </u>	<u>      </u>
B. _____	<u>      </u>	<u>      </u>	<u>      </u>
C. _____	<u>      </u>	<u>      </u>	<u>      </u>

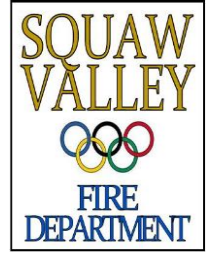
**7. SITE EVALUATION:**

1. **Standard office environment.**





# SQUAW VALLEY PUBLIC SERVICE DISTRICT



## STATEMENT BY APPLICANT

Read, Date, Sign and Return:

I have been provided and read the physical job description for the position I specify below.

I hereby certify that I have no previous medical history or disability, which would prevent me from performing the essential job functions or the physical activity requirements on the job.

I understand the District will require me to be examined by a medical doctor selected by the District to determine my ability to perform the job related functions described in the physical job description as a condition of any offer of employment by the District.

I understand that I will be required to submit a pre-employment drug screening in compliance with regulations adopted by the United States Department of Transportation, Federal Highway Administration.

I understand that the District will obtain an investigative consumer report that will be used solely for employment purposes. Further, I understand that the District will verify social security number and name as provided by me on District application documents.

I further understand that any false statement or material omission by me in connection with such medical examination or concerning my job-related physical abilities will disqualify me from employment or be cause for dismissal when the false statement or omission is discovered.

I hereby authorize release of all medical information pertinent to the physical job requirements of the position specified above to the Squaw Valley Public Service District.  
Position Applied for:

**The following documents MUST be attached to the application and returned:**

1. **Completed Authorization for Background Check**
2. **Statement by Applicant**

*Failure to return all the required documents may be cause for rejection of your application.*

Date: \_\_\_\_\_

\_\_\_\_\_  
Applicants Signature

# SQUAW VALLEY PUBLIC SERVICE DISTRICT

## Application for Employment

Squaw Valley Public Service District considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

PLEASE PRINT

Position (s) applied for: \_\_\_\_\_

Application date: \_\_\_\_\_

How did you learn about us?

Employment Agency

Relative

Friend

Advertisement in \_\_\_\_\_

Other

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Numbers: \_\_\_\_\_ E-Mail: \_\_\_\_\_ @ \_\_\_\_\_

The best time to contact you at home is: \_\_\_\_\_ : \_\_\_\_\_ AM PM

If you are under 18 years of age, can you provide the required proof of your eligibility to work?  Yes  No

Have you ever filed a job application with us before?  Yes  No

If yes, give the date: \_\_\_\_\_

Have you ever been employed with the District before?  Yes  No

If yes, give the date: \_\_\_\_\_

Do any of your friends or relatives, other than your spouse, work here?  Yes  No

Are you currently employed?  Yes  No

May we contact your current employer?  Yes  No

Contact Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Date you'll be available for work: \_\_\_\_\_ Desired salary range: \_\_\_\_\_

Are you available to work:

Full-time

Part-time

Temporary/Seasonal

(indicate dates available: \_\_\_\_\_ - \_\_\_\_\_ )

Are you currently on layoff status and subject to recall?  Yes  No

Can you travel if a job requires it?  Yes  No

***SQUAW VALLEY PUBLIC SERVICE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER***



# EMPLOYMENT EXPERIENCE

**Start with your present or most recent job.** Include any job-related military service assignments and volunteer activities. You may exclude any organizations which indicate race, color, religion, gender, national origin, disabilities or any other protected status.

1.	Employer:		Work Performed:	
	Address:			
	Telephone:			
	Job Title:	Supervisor:	Dates of Employment:	
	Reason for Leaving:			

2.	Employer:		Work Performed:	
	Address:			
	Telephone:			
	Job Title:	Supervisor:	Dates of Employment:	
	Reason for Leaving:			

3.	Employer:		Work Performed:	
	Address:			
	Telephone:			
	Job Title:	Supervisor:	Dates of Employment:	
	Reason for Leaving:			

4.	Employer:		Work Performed:	
	Address:			
	Telephone:			
	Job Title:	Supervisor:	Dates of Employment:	
	Reason for Leaving:			

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, disability or other protected status.

---



---



---

# Miscellaneous

Do you have a valid Driver's License?

Yes  No

License Number: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Has your driver's license ever been revoked or suspended?  Yes  No

If so, what were the circumstances? \_\_\_\_\_  
\_\_\_\_\_

Can you provide proof of insurance for your personal vehicle?  Yes  No

If not, provide details: \_\_\_\_\_

*You will be required to successfully complete a physical examination and drug screening (at the District's expense) prior to starting work. Please review the job duties of the position for which you are applying, a copy of which is attached or has been provided to you.*

Are you able to perform all of the duties of the job for which you are applying?  Yes  No

If not, what duties do you believe you are unable to perform? \_\_\_\_\_  
\_\_\_\_\_

Of those duties you believe you are unable to perform, what can be done to accommodate your limitations?  
\_\_\_\_\_  
\_\_\_\_\_

*(Applicants requesting accommodation must provide medical documentation verifying the need for such accommodation)*  
\_\_\_\_\_  
\_\_\_\_\_

## References:

Please list persons willing to provide professional and/or character references:

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_ Years Known: \_\_\_\_\_

Relationship: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_ Years Known: \_\_\_\_\_

Relationship: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_ Years Known: \_\_\_\_\_

Relationship: \_\_\_\_\_ Telephone: \_\_\_\_\_

**I certify that all statements and information in this application are true and complete to the best of my knowledge. I understand that any falsification or omission may result in refusal to extend an offer of employment or dismissal should I become employed by the District. I authorize Squaw Valley Public Service District to check the references that I have provided herein. I further understand that I will be required to authorize a background and/or consumer credit check in the event an offer of employment is made to me by Squaw Valley Public Service District.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_