

ASSISTANT DISTRICT ENGINEER

GENERAL STATEMENT OF RESPONSIBILITIES

This position is responsible for assisting the General Manager in all operations of the District and for providing technical support. Work is done under the overall direction of the General Manager, but is carried out with considerable independence. Work may also be done in coordination with the Field Services Manager and WWTP Operations Manager. Serves as acting General Manager in his absence.

EXAMPLES OF DUTIES TO BE PERFORMED

1. Reviews building permit submittals at Town Hall to determine if any conflicts exist with the District's sewer facilities or access to them.
2. Reviews requests for encroachment permits and abandonment of easements. Prepares letters which authorize or deny requests.
3. Keeps as-built files. Notifies engineers/developers when appropriate as-builts have not been submitted.
4. Updates sewer design standards as directed.
5. Reviews sewer infrastructure plans and specifications for conformance with District requirements.
6. Serves as construction manager on certain District projects as assigned by General Manager.
7. Performs construction inspections on certain District projects as assigned by General Manager.
8. Assists General Manager with administration of contract activities.
9. Assists General Manager with special projects.
10. Assists General Manager with development of specifications.
11. Assists General Manager with preparation of cost estimates.
12. Assists General Manager in the preparation of reports.
13. Performs other duties as assigned by General Manager.

REQUIRED KNOWLEDGE AND SKILLS

1. Knowledge of principles, procedures, materials, tools, and equipment used in the operation and maintenance of a wastewater utility.
2. Knowledge of construction principles, procedures, practices, materials, tools, and equipment as they might apply to a wastewater utility.
3. Knowledge of Federal, State, and local requirements affecting the planning, design, construction, and operation of a sanitary district/wastewater utility.

4. Knowledge of District policies and procedures and design standards.
5. Ability to read and interpret engineering specifications and drawings, maps, and other technical documents.
6. Ability to communicate both orally and in writing in the English language with people at all levels.
7. Ability to understand and follow oral and written instructions in the English language.

REQUIRED TRAINING AND EXPERIENCE

This position requires a degree in civil or sanitary engineering with five years experience with a water or wastewater utility. Related experience may be considered as a substitute for the required experience. Possession of a valid wastewater certification and/or collections certification from the Arizona Department of Environmental Quality is desirable. Possession of a valid Arizona driver's license with a good driving record is required. Registration as a professional engineer in the State of Arizona is required within 12 months of hire.