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**JOB TITLE:** Assistant District Engineer  
**DEPARTMENT:** Administration  
**REPORTS TO:** District Manager  
**FLSA STATUS:** Exempt

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## SUMMARY OF POSITION

This position is responsible for assisting the District Manager in various operations of the District and for providing technical support. Work is done under the overall direction of the District Manager but is carried out with a high degree of independent judgment in accomplishing the work and is held accountable for results. Work may also be done in coordination with the Collection System Operations Manager and Treatment Operations Manager. This is a District safety-sensitive position in accordance with Arizona law.

## ESSENTIAL FUNCTIONS

*Performs duties and responsibilities commensurate with assigned department which may include, but are not limited to, any combination of the following:*

- Reviews building permit submittals to determine if any conflicts exist with the District's sewer facilities or access to them.
- Reviews requests for encroachment permits and abandonment of easements. Prepares letters which authorize or deny requests.
- Reviews sewer infrastructure plans and specifications for conformance with District requirements.
- Performs field inspections of construction of sewer infrastructure and development projects for conformance with approved plans.
- Responsible for administration and oversight of District's fat, oil, and grease (FOG) inspection program.
- Responsible for administration and oversight of and keeping current the District's air quality permits with Maricopa County Air Quality Department.
- Utilizes and maintains District's Geographical Information Systems (GIS) database for accurate mapping of District's facilities.
- Utilizes and updates the District's sewer capacity model in the review and approval of development and infrastructure projects.
- Maintains as-built files. Notifies engineers/developers when appropriate as-builts have not been submitted.
- Updates sewer design standards and District rules and regulations as directed.
- Serves as construction manager on certain District projects as assigned by District Manager.
- Performs construction inspections on certain District projects as assigned by District Manager.
- Performs engineering analyses on District facilities such as pump stations and forcemains.
- Responsible for update of Tier II reporting for hazardous chemicals.
- Assists District Manager with administration of contract activities.
- Assists District Manager with special projects.
- Assists District Manager with development of specifications.
- Assists District Manager with preparation of cost estimates.
- Assists District Manager in the preparation of reports.
- Drives District vehicles in accordance with District policy as needed.
- Performs other duties as assigned by District Manager.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of principles, procedures, materials, tools, and equipment used in the operation and maintenance of a wastewater utility.
- Knowledge of construction principles, procedures, practices, materials, tools, and equipment as they might apply to a wastewater utility.
- Knowledge of general civil and sanitary engineering principles such as hydraulics, hydrology, scour, etc.
- Knowledge of Federal, State, and local requirements affecting the planning, design, construction, and operation of a sanitary district/wastewater utility.
- Ability to write clear and concise reports and correspondence for and on behalf of the District.
- Knowledge of and ability to apply sound record-keeping practices in accordance with District policies.
- Ability to operate a personal computer utilizing Microsoft Office and related software and demonstrate proficiency to prepare scopes of work, documents, spreadsheets, email, and timesheets, and assist other staff with related questions and problems.
- Knowledge of District policies and procedures and design standards.
- Ability to read and interpret engineering specifications and drawings, maps, and other technical documents.
- Ability to communicate both orally and in writing in the English language with people at all levels.
- Ability to understand and follow oral and written instructions in the English language.
- Ability to complete required OSHA and other safety training classes.
- Ability to work cooperatively and professionally with all other District employees, vendors and the public.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS**

- Most work is performed in an office setting, with occasional work done in a plant, sampling location, remote utility facility or construction site.
- Ability to work in a wide variety of weather conditions and exposure to the elements.
- Sufficient strength to lift objects up to 30 lbs.
- Sufficient body flexibility, mobility, stamina, and balance to perform sampling tasks which require moderate, though not constant physical effort, typically involving some combination of standing, stooping, kneeling, crouching, lifting, carrying, pushing and/or pulling samples and sampling equipment, opening manhole lids or grease interceptors, and walking over uneven terrain.
- Ability to wear protective equipment as required, such as eye protection, gloves, hard hats or safety-rated steel-toed boots.
- Visual and muscular dexterity to operate a motor vehicle, sampling equipment, hand tools and computer.
- Sufficient clarity of hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate with other employees and the public, and discern warning or emergency alarms, including vehicle back-up warnings.
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and work orders, technical and operational documents, discern color-coded equipment indicators, and move over rough or unfamiliar terrain.

**REQUIRED CREDENTIALS, EDUCATION AND WORK EXPERIENCE**

- Bachelor's degree in civil, environmental, mechanical, or sanitary engineering.
- Five years' professional level experience with a water or wastewater utility.
- Related experience may be considered as a substitute for the required experience.
- Registration as a professional engineer in the State of Arizona is required within 12 months of hire.
- Preferred: Wastewater Treatment and/or Collection System Operator(s) certification of any level from the Arizona Department of Environmental Quality.

**ADDITIONAL REQUIREMENTS**

- This is a safety sensitive position that must pass a post offer/pre-employment drug screening and background check.
- This position is subject to random drug and alcohol testing throughout the period of employment in accordance with the District's Drug-Free Workplace Policy.
- This position requires the use of District vehicles for business. A valid, unrestricted driver's license with no major citations within the past 39 months prior to the start date is required.

**EQUAL OPPORTUNITY EMPLOYER**

FHSD is an equal opportunity employer. FHSD shall employ, without discrimination as to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform essential job functions.

**DISCLAIMER**

Some incumbents may not perform all the duties listed or may perform related duties as assigned. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.