



PROJECT ENGINEER

El Toro Water District takes great pride in providing excellent customer service and going the extra mile for our customers. We believe that starts with our employees. ETWD genuinely cares for their employees' well-being while providing an engaging work environment that provides the tools, resources and inspiration to provide the best possible customer service to the customers we serve.

Summary

The Project Engineer, who under the general direction of the Senior Engineer, will perform professional civil engineering work related to the planning, design, construction and maintenance of District facilities and District unique capital improvement projects. Confers with developers, contractors and representatives of other agencies regarding facility and infrastructure development. Administers professional services and construction contracts, prepares and presents staff reports, and performs related work as required.

Duties include, but are not limited to the following:

1. Manages, develops and completes a wide variety of complex engineering planning, design and/or construction projects and programs involving sanitary sewer, recycled water and potable water systems.
2. Prepares detailed engineering reports, economic analysis of planned facilities, Board staff papers, legal descriptions and project related correspondence.
3. Manages and maintains the District's hydraulic models. Performs modeling analysis to respond to inquiries, analyzes field conditions, and performs planning functions.
4. Makes periodic presentations to various public organizations, the District Board of Directors, ETWD Staff and various other agencies or organizations.
5. Manages and directs the District's cellular site lease program including coordination with cellular carriers for new and existing sites, plan checking, and adherence to District standards, construction, and other related activities.
6. Reviews revisions and updates of the GIS based water, sewer and recycled water Atlas Maps utilizing record drawings on new projects, field maintenance updates and other sources.
7. Assists in the preparation and maintenance of Engineering Department records, plans, maps, files and related material.
8. Assist in the development, implementation, and maintenance of the District's Geographic Information System (GIS).
9. Prepares water use demand projections.
10. Coordinates environmentally sensitive District projects with requirements of a variety of regulatory agencies. Manages the preparation of documents necessary to comply with the California Environmental Quality Act (CEQA).
11. Represents the Engineering Department at various City, County and State commissions, boards, committees and organizations on engineering matters as directed.
12. Monitors changes in laws, regulations and technology that may affect departmental operations.

13. Prepares requests for proposals for engineering consulting services for engineering design, studies and construction support services; performs analysis of engineering proposals and makes recommendations for award of engineering contracts.
14. Performs project and contract management of consultants under contract to the District on various types of engineering designs and studies.
15. Reviews and coordinates review comments of other departments and management as necessary of consultant work product including construction drawings, specifications, cost estimates and engineering reports.
16. Prepares construction plans and specifications for small District unique capital improvement projects.
17. Prepares construction projects for competitive bids; solicits competitive construction bids; conducts bid openings; analyzes bid results and makes recommendations for construction contract awards.
18. Coordinates pre-construction and construction progress meetings.
19. Performs periodic construction inspections to confirm contractual compliance with engineering construction standards and contract requirements.
20. Evaluates, prepares and submits supportive data for change orders and construction progress payments.
21. Assists in the preparation of construction punch lists and accurate "record drawings" for capital projects.
22. Manages the Engineering Department's review, processing and approval of engineering plans, specifications, designs, cost estimates, legal descriptions and deeds of easement for a variety of private development projects to ensure compliance with District engineering standards and specifications.
23. Supervises the calculation of fees associated with development projects in the District service area.
24. Meets and confers with property owners, developers, contractors, engineers, architects, a variety of outside agencies, and the general public on development issues and the interpretation and application of Engineering Department rules and procedures.
25. Coordinates with District inspection staff to ensure contractor compliance with District standards and specifications
26. Maintains and periodically updates the District's Standard Specifications and Standard Drawings.
27. Assists in the development of the Engineering Department's expense budget. Prepares the Capital Improvement Plan budget. Monitors expense and capital expenditures relative to budget.
28. Complies with District safety rules and regulations.
29. Responds to emergency situations during off-hours as required.

Knowledge of:

General design principles and construction techniques for the design and construction of various water and wastewater infrastructure projects.

1. Various municipal and engineering codes and standards as well as Federal and State laws and programs related to the areas of work assignments.

2. Principles and practices of project management and evaluation, including goal setting and the development of objectives, work planning and organization.
3. Principles and practices of capital improvement cost estimation and contract administration.
4. Computer applications related to the work, which may include computer-aided drafting concepts and applications, geographical informational systems, and specialty modeling software.
5. Basic budgetary principles and practices.
6. Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations and preparing and presenting effective staff reports.
7. Techniques for effectively representing the District, in person and over the telephone, in contacts with governmental agencies, community groups, various business, professional, educational and regulatory organizations and with property owners, developers, contractors, vendors and the public.

Minimum Education, Training and Experience

1. Graduation from high school or equivalent.
2. Equivalent to graduation from a four year college or university with major coursework in civil engineering or a related field.
3. A Master's degree in a related field is desirable.
4. 5 Years of professional experience in design and construction management of civil engineering projects.
5. Supervisory experience is desirable.
6. Valid registration as a Professional Engineer in the State of California is preferred.
7. Possess a valid Class C California Driver's License.

The specific statements shown in each section of this classification description are not intended to be all inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned functions. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

To Apply

An El Toro Water District application form must be fully completed. Resumes will not be accepted in lieu of District application but may be attached. Applications may be obtained from the ETWD website at www.etwd.com or by applying in person at the District's Main Office at 24251 Los Alisos Blvd., Lake Forest, California, 92630, between 8:00 a.m. and 4:00 p.m. Monday through Thursday. Completed applications may be faxed to: (888) 498-9550 or email to: hrrecruitment@etwd.com

Salary & Benefits

The annual salary range for this position is \$100,880 - \$141,261. The actual salary is dependent upon the qualifications and experience of the individual selected. The District provides an array of benefits, including:

Retirement: ETWD participates in a 401(k) retirement. ETWD also offers a 457 Deferred Compensation plan. The District contributes a minimum of 9% of gross salary per pay period and, with employee participation, will contribute an additional 7.5%.

Health Insurance: The District provides the choice of an HMO or PPO plan as well as dental insurance, vision insurance and an Employee Assistance Program for full-time employees and their dependents. ETWD also provides medical benefits to qualified employees at retirement.

Life Insurance: Two times annual salary up to a maximum of \$300,000.

Disability Insurance: ETWD provides short and long-term disability coverage.

Long Term Care: ETWD provides Long Term Care insurance.

Vacation: Starts at 80 hours per year; accrual increases after 5 years and beyond

Sick Leave: 96 hours per year

Holidays: 11 days per year (1 is floating and 1 is employees birthday)

Service Awards: Gifts for each five-year interval of service

Certification Bonus: Financial recognition for earning specific certifications.

Wellness: The District reimburses up to \$300.00 for any exercise or wellness program that the Employee participates in during the each Fiscal Year.

Educational Assistance: Employees are encouraged to achieve their greatest potential through formal education in industry related course work and to obtain Occupational Certifications and Degrees.

Employee Assistance Program: A comprehensive EAP is provided to confidentially assist employees and their family members with finding direction in solving problems.