

# Olivehurst Public Utility District



## Agenda Item Staff Report

**Meeting Date: December 21, 2017**

### Item description/summary:

**Creating and filling of a Public Works Engineer position.** Due to the recent vacancy of the Public Works Director position I wish to change the position description to recruit an entry-level engineer. I envision a recent graduate from college or a candidate with very limited experience and with no Professional Engineer license (PE). I believe this approach to be the best as the incumbent could grow with the District as I did. The draw to this position would be the ability to obtain their PE by working under the supervision of a PE, the General Manager. The position would start off with no supervisory responsibilities. I would like to fill this position ASAP to catch up on some of the backlog created while I have acted as the interim GM.

### Fiscal Analysis:

Proposed salary range is \$55,000 to \$65,000 per year.

### Employee Feedback

None

### Sample Motion:

Move to approve the Public Works Engineer position description and salary range and authorize the General Manager to advertise and conduct interviews per OPUD ordinance.

Prepared by:

John Tillotson, P.E., General Manager

# MEMORANDUM

*From the desk of*

**CINDY VAN METER**

*District Clerk/Resource Coordinator*



DATE : December 15, 2017

TO : Board of Directors

CC : John Tillotson

RE : Proposed Salary for Public Works Engineer position.

---

Included in your board package is a draft position description for a Public Works Engineer.

The proposed monthly salary range for this position is as follows:

\$55,000 to \$65,000 annually

**OLIVEHURST PUBIC UTILITY DISTRICT**  
**PUBLIC WORKS ENGINEER**

**DEFINITION**

Under the General Manager's supervision (General Manager is a PE, Civil), performs engineering work, including preparing design plans, specifications and engineering estimates related to public facility design. Participates in capital projects; coordinates activities with other District officials, departments, outside agencies and organizations; provides responsible and complex staff supports to the Board of Directors and General Manager and performs other related duties as required.

**JOB CHARACTERISTICS**

Initially under close supervision incumbent provides assistance to management staff or higher level engineers in the areas of research, data collection, project administration, preparation of reports and preparation of engineering plans and specifications. Assignments are intended to provide background in the fundamental principles and practices of public service engineering. The incumbent assists with maintenance, design, construction and inspection of the Districts water and wastewater collection systems and equipment procurement and recreation facilities.

**EXAMPLES OF DUTIES:**

- Perform topographic surveys; analyze survey reports, drawings, blueprints, aerial photography, and other topographical or geological data to plan projects;
- Design, prepare and evaluate preliminary and final plans and specifications for a variety of parks and other public works equipment and facilities;
- Perform project resident engineering oversight on various construction projects; coordinate daily activities, ensure compliance with plans and specifications, and administer contracts;
- Conduct feasibility and cost studies; recommend alternative approaches, including the use of contract services and the incorporation of new methods and materials.
- Provide engineering design and code information and ensure that designs meet accepted industry and legal standards;
- Conduct research studies and prepare reports and recommendations for a variety of engineering-related community service needs;
- Make oral and graphic presentations or prepare materials for presentation to the Board, and community groups; answer questions and provide information and assistance to the public, in person, on the telephone and in writing;

- Use computer and software programs for various technical modeling, calculation, database, mapping, computer-aided drafting and similar engineering applications;
- Prepare a variety of written communications, including analytical reports and correspondence; direct the preparation of or prepare maps, plans and graphic materials;
- Develops, implements and maintains District goals, objectives, policies and procedures, reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals, ensures that goals are achieved;
- Monitors the condition of the District's infrastructure, buildings, equipment, water facilities, sewer collection, wastewater treatment plant, other related facilities and equipment for maintenance, repair and replacement, develops and implements plans for short and long-range public works and capital improvement programs;
- Assists with preparation of the Public Works budget, prepares forecasts of necessary funds for staffing, materials and supplies;
- Serves as a resource for department personnel, District staff and other organizations, coordinates pertinent information, resources and work teams necessary to support a positive and productive environment;
- Attends and participates in professional and community meetings, stays current on issues relative to the field of public works and service delivery responsibilities, maintains a customer service orientation within the department, responds to and resolves sensitive and complex community and organizational inquiries and complaints;
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, District management and staff, and the public;
- Provides construction inspection on public projects and private projects which will ultimately connect to or be maintained by the District;
- Performs services as Engineer
- Reports to regulatory agencies

### **DESIRABLE QUALIFICATIONS:**

Knowledge of:

- Modern principles, practices and techniques of public works administration, organization and operation;
- Principles and practices of equipment maintenance, water and wastewater design and operation, facilities maintenance, and public utilities;
- Applicable local, State and Federal laws, codes and regulations including District, county and state building codes;
- Standard office procedures, practices and equipment;

- Modern office equipment including a computer and applicable software;
- Methods and techniques for record keeping and report preparation and writing;
- Principles of land use planning, flood control, CEQA and NEPA requirements;
- Occupational hazards and standard safety practices.

Ability to:

- Assist with interpreting, explaining and applying applicable laws, codes and regulations;
- Make adjustments to standard operating procedures to improve effectiveness and comply with regulatory changes as appropriate;
- Read, interpret and record data accurately;
- Work independently and as part of a team;
- Make sound decisions within established guidelines;
- Analyze a complex issue, and develop and implement an appropriate response;
- Follow written and oral directions;
- Observe safety principles and work in a safe manner;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships.
- Operate an office computer and variety of word processing and software applications; safely and effectively operate engineering tools and equipment.

## **REQUIREMENTS**

Minimum requirements:

- Possession of a valid class “C” California driver’s license.
- Must be insurable by District’s auto liability insurer.
- Bachelor’s degree in Engineering from an accredited college or institution recognized by an Accreditation Board for Engineering Technology (ABET).

Preferred requirements:

- Possession of a California Engineer-In-Training (EIT) Certificate.

## **SPECIAL REQUIREMENTS**

Essential Duties require the following physical skills and work requirements;

- While performing necessary field duties, must be capable of moving about safely while maintaining body equilibrium to prevent falling on narrow, uneven and slippery surfaces. Must have a clear field of vision and adequate hearing while working around various types of construction equipment. May infrequently be required to climb a ladder.

- Must be able to sit at a confined work station for extended periods or work at a drafting table for extended periods while performing essential duties.
- On a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk, perform simple grasping and fine manipulation, use telephone and communicate through written means.
- May be required to lift and move as much as 25 pounds.

**Olivehurst Public Utility District is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodation to qualified individuals with disabilities.**

DRAFT