



GOLETA SANITARY

Water Resource Recovery District

Job Description

Job Title: Engineering Assistant
Department: Administration
Reports To: Engineering Manager
FLSA Status: Full-Time Non-Exempt (Non-Salary)

SUMMARY

Under general supervision of the Engineering Manager, the Engineering Assistant supports the Engineering Manager in planning, coordinating, and executing engineering and infrastructure projects. This role involves technical, administrative, and fieldwork to ensure the District's facilities, systems, and projects meet operational, safety, and regulatory standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists the Engineering Manager in implementation of various tasks including the following:

- **Project Support:**
 - Assists in preparing designs, plans, specifications, and cost estimates for District projects.
 - Supports the Engineering Manager in project planning, scheduling, and budgeting.
 - Coordinates with contractors, consultants, and stakeholders to ensure project goals are met.
- **Technical Documentation:**
 - Assists in reviewing engineering drawings, specifications, and reports for accuracy and compliance.
 - Supports Engineering Manager in maintaining records of engineering plans, permits, and project documentation.
 - Prepares reports and presentations on project progress, issues, and recommendations.
- **Field Support:**
 - Conducts field inspections to monitor construction activities, ensuring adherence to approved plans and standards.
 - Assists in investigating infrastructure conditions, including sewer lines, pump stations, and treatment facilities.
 - Assists in basic plan-checking activities.
 - Documents and reports on field observations, providing recommendations for improvements.
 - Assists with and/or oversees the work of consultants, professionals, and contractors.
- **Regulatory Compliance:**

- Supports the preparation and submission of regulatory permits and compliance reports.
- Ensures activities align with local, state, and federal guidelines, including safety and environmental regulations.
- **Administrative Support:**
 - Assists in responding to public inquiries regarding engineering-related activities and projects.
 - Supports the implementation and management of the District's Capital Improvement Program, Asset Management Program, and other programs/initiatives as needed

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. Two typical ways to obtain the knowledge and abilities would be either of the following:

- Equivalent to graduation from an accredited four-year college or university with a major in engineering or a closely related field (Engineering Technologist, Geographic Information Systems, Computer Science, Biology, or other). One year of increasingly responsible technical experience involving water or wastewater collection and/or distribution systems and treatment plant facilities is highly desirable. Additional specialized training in civil or environmental engineering or a closely related field is highly desirable; or
- Equivalent to completion of two (2) years of college-level coursework in engineering or closely related field; and minimum of two (2) years of experience in field/office engineering-related technical support which has provided familiarity with engineering fundamentals, plan checking, construction inspection, construction management, basic engineering design, and/or engineering support. Additional specialized training in sanitary or environmental engineering or a closely related field is highly desirable.

KNOWLEDGE AND SKILLS

Applicant knowledge and skills which are either required or desired but not required are detailed below:

- Required:
 - Strong analytical and problem-solving skills.
 - Excellent written and verbal communication abilities.
 - Proficiency with performing technical mathematics and computations.
 - Ability to make and record accurate field engineering observations.
- Desired but not Required:
 - Knowledge of technical report writing practices and procedures.

- Understanding of general construction principles and practices in the field of wastewater collection and disposal systems.
- Ability to read and interpret engineering plans and specifications.
- Familiarity with state and federal wastewater or sanitary district regulations.

MENTAL DEMANDS

While performing the duties of this class, employees are regularly required to use oral and written communication skills; read documents or instructions; analyze and solve problems; observe and interpret data or information; use simple math and mathematical reasoning.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine correspondence. Ability to speak effectively with customers or employees of District.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percent, and draw and interpret graphs. Ability to understand and perform data entry, and proficiency with Microsoft Office Suite program functions.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several common variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

- Possession of a valid California Class C driver's license with a satisfactory driving record.
- Certification in construction management or wastewater operations (desired but not required).
- California Engineer in Training License (desired but not required).

COMPUTER AND COMMUNICATION SKILLS

Proficiency in operating computer systems, utilizing several software programs including, but not limited to, word processing, spreadsheets, databases, etc.

PHYSICAL DEMANDS

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. 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 regularly required to stand; walk; talk; hear; use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 25 pounds, occasionally lift and/or move up to 50 pounds with equipment, provided by the District.

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.

- Combination of office and field environments.
- Exposure to construction sites, wastewater facilities, and varying weather conditions.
- The noise level in the work environment is usually moderate.

COMPENSATION AND BENEFITS

The Goleta Sanitary District offers a competitive salary and generous benefits package, including health insurance, retirement plans, and professional development opportunities.