

## **San Gabriel Valley Water Company**

**Position:** Assistant Field Engineer I

**Location:** Positions Available in our Fontana and El Monte Offices

**Classification:** Full-Time/Hourly

**Work Schedule:** 9/80 Schedule – 7:00 am to 5:00 pm

**Benefits:** Vacation, Sick Leave, 12 Paid Holidays, One Floating Holiday, Group Medical Insurance, Dental Insurance, Vision Insurance, Life Insurance, Long Term Disability Insurance, 401(k) with Company Match

**Pay Rate:** \$85,072 to \$112,819 annual (full time, hourly)

**This position is most suitable for recent graduates in Civil Engineering.**

**JOB SUMMARY:** Under the direction of the Project Manager, works with a minimum of supervision and has responsibility for observing work performed by contractors in the construction and installation of a variety of water production, treatment, storage and distribution structures, and related equipment.

**JOB DUTIES AND ESSENTIAL FUNCTIONS:** \* Observe and inspect construction progress for plant improvement projects and other facilities and prepare daily construction progress reports. \* Review construction project submittals and shop drawings. \* Perform construction project design calculations. \* Prepare and review construction project plans, schedules, specifications, and contract documents. \* Prepare, monitor, and update construction project schedules. \* Perform construction field surveys to verify the accuracy of constructed improvements and quality control. \* Prepare construction project change orders, as necessary. \* Answer construction project requests for information from the contractor, as necessary. \* Develop and maintain working relationships with contractors, consultants, regulatory and permitting agencies and departments, other water utilities and agencies, and utility and service providers and vendors. \* Schedule inspections with deputy inspectors and/or engineer of record \* Interface with contractors to ensure compliance with company construction standards and specifications, and assist with scheduling and coordinating work between contractors, where required. \* Coordinate any field changes with contractor and Engineering Department. \* Maintain field notes on construction projects to monitor daily construction progress and record quantity of work accomplished. \* Subject to 24-hour on-call status. \* Other tasks and duties as directed.

**SKILLS, KNOWLEDGE AND PHYSICAL REQUIREMENTS:** \* Complete knowledge of company construction standards and specifications, and ability to read construction drawings. \* Strong technical background, including thorough knowledge of soil conditions encountered throughout the service area, as well as local governmental regulations regarding storm water pollution prevention, street openings, traffic control, barricades, and warnings. \* Thorough familiarity with safety practices and procedures. \* Demonstrated ability to communicate effectively, both orally and in writing. \* Ability to write legibly and maintain sufficient field notes for preparation of as-built drawings. \* Thorough knowledge of Excel, Word, PowerPoint, Project, AutoCad and MicroStation. \* Good reading skills and ability to quickly comprehend. \* Ability to interact with all levels of company personnel, as well as contractors, outside vendors, public agency representatives, and the general public. \* Must be dependable, punctual, and have a neat and presentable appearance \* Ability to perform repetitive physical activities including walking, standing, sitting, reaching, bending, grasping, stooping, digging, climbing and lifting up to 50 lbs.

**EDUCATION, TRAINING AND EXPERIENCE:** \* Bachelor of Science Degree in civil engineering and two (2) years of experience in civil engineering related work, \* Solid understanding of standard concepts, practices, and procedures within the water system, \* Possession of State of California Water Resources Control Board Division of Drinking Water Grade 1 Operator certificates for water treatment and water distribution are desirable, and \* Valid California driver's license and acceptable driving record.

San Gabriel Valley Water Company, with over 260 employees offers competitive wages and full benefit package to eligible employees. Submit cover letter, transcripts and detailed resume to [E-mail: HR@sgvwater.com](mailto:HR@sgvwater.com) with "Assistant Field Engineer I" in the subject line; Fax: (626) 442-2632; Mail to: Human Resources Department, P.O. Box 6010, El Monte, CA 91734.