

SAN ELIJO JOINT POWERS AUTHORITY

ASSOCIATE ENGINEER/PROJECT MANAGER

Department: Infrastructure & Sustainability	Accountable to: Director of Infrastructure & Sustainability	FLSA Status: Exempt
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DEFINITION

Under general direction, the Associate Engineer/Project Manager performs professional field and office engineering work associated with recycled water and wastewater systems. This role is responsible for project management, contract administration, regulatory permit compliance, and the design and construction of capital improvement projects. The Associate Engineer/Project Manager prepares technical studies, drafts monthly management reports, and ensures public facilities operate efficiently and safely.

SEJPA employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109)

SUPERVISION EXERCISED

No supervision is exercised.

ESSENTIAL JOB FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The exact duties performed will depend on the needs of the SEJPA.

- **Engineering Design & Document Creation:** Author, design, and prepare original engineering drawings, specifications, calculations, and cost estimates for the construction, alteration, and maintenance of SEJPA facilities and infrastructure.
- **Project Management & Capital Improvements:** Manage capital and maintenance projects from inception to completion. Direct project scheduling and budgeting, evaluate proposals, negotiate contracts, and review contractor progress payments.
- **Procurement & Contract Authoring:** Draft and compile complete public works procurement packages from scratch, including detailed scopes of work, Requests for Proposals (RFPs), and Requests for Bids (RFBs).
- **Construction Administration & Field Inspection:** Conduct preconstruction and kickoff meetings. Monitor work progress, inspect field sites for quality and safety, respond to RFIs, evaluate change orders, and lead system testing, startup, and commissioning.
- **Regulatory Compliance & Reporting:** Monitor and interpret federal, state, and local water/wastewater regulations. Compile, write, and submit permit compliance and technical reports to agencies including the EPA, RWQCB, and APCD.

- **Original Research & Engineering Analysis:** Conduct specialized technical investigations, hydraulic calculations, and process optimization studies (chemicals, odor control, utilities) from scratch. Analyze data to author actionable recommendations and feasibility studies.
- **Program & Procedure Development:** Create, draft, and implement standard operating procedures (SOPs), safety protocols, and technical specifications for treatment plant processes and asset management systems (CMMS).
- **Agency Collaboration & Board Reporting:** Author clear memos, technical presentations, and comprehensive reports for management and the Board of Directors. Represent SEJPA effectively in meetings with external government agencies, vendors, and the public.

SPECIFIC TYPES OF KNOWLEDGE, SKILLS AND PHYSICAL ABILITIES REQUIRED FOR THESE ESSENTIAL JOB FUNCTIONS

- **Engineering, Operations, & Long-Range Planning:** Thorough understanding of the principles, practices, and methods of civil engineering, with the aptitude to provide technical direction for related subdisciplines (mechanical, electrical, structural, and control systems). Ability to assist with the development of long-range master plans, feasibility studies, and facility optimization initiatives. Solid knowledge of public works construction and water/wastewater operations.
- **Asset Management Program Administration:** Knowledge of core asset management principles, lifecycle analysis, and data-driven infrastructure tracking. Ability to administer, utilize, and systematically maintain Computerized Maintenance Management Systems (CMMS), including leading specialized IT/software upgrade and implementation projects.
- **Occupational Health & Safety:** Solid knowledge of water/wastewater industry safety protocols, hazards, and regulatory compliance standards. Ability to actively identify and correct unsafe field work conditions or practices, adhere strictly to established health and safety procedures, and formalize process safety protocols.
- **Contract Negotiation & Writing:** Knowledge of the basic principles and techniques of contract negotiation, administration, and public agency procurement. Ability to write legally and technically sound scopes of work, professional service agreements, and complex public works construction bid specifications.
- **Contract Execution & Performance Monitoring:** Competency to fully administer executed contracts, including running kickoff meetings, tracking milestones, assessing and processing change orders/amendments, inspecting contractor work for completeness, and managing rigorous contract closeout procedures.
- **Regulatory & Compliance Acumen:** Ability to independently research, interpret, and apply federal, state, and local environmental regulations, codes, court decisions, and permit requirements governing water/wastewater utilities. Proven capability to prepare highly accurate regulatory compliance reports with minimal guidance.
- **Critical Thinking & Problem Solving:** Strong analytical skills to define complex problems, collect and analyze field or process data, establish clear facts, and draw valid engineering conclusions. Ability to interpret extensive technical instructions in mathematical or diagram form and apply logical reasoning to abstract and concrete variables.

- **Communications & Document Creation:** Ability to author, prepare, and present clear, concise, and logical engineering reports, board correspondence, standard operating procedures, and technical specifications. Mastery of professional oral and written communication styles tailored to various audiences.
- **Stakeholder & Team Collaboration:** Proven track record of establishing and maintaining cooperative, positive, and effective working relationships with SEJPA staff, contractors, vendors, public agencies, and members of the public. Ability to effectively represent the agency in professional, public, and regulatory meetings.
- **Technical Software Proficiency & Organization:** High proficiency in Microsoft Office (Word, Excel, PowerPoint) and Revu Bluebeam (PDF Editor). Experience with AutoCAD is highly desired. Exceptional organizational discipline required to maintain accurate project logs, record keeping, and filing systems.

EDUCATION REQUIREMENTS

A Bachelor of Science Degree in the field of Civil Engineering or a related field from an accredited college or university. A Master's Degree is desirable.

EXPERIENCE REQUIREMENTS

Typically requires 4+ years of experience in the water or wastewater industry including at least 2+ years of project management experience.

Experience with field work and public works construction is highly desirable.

Attained advanced knowledge through a combination of work experience and intellectual instruction. Experience, as part of college coursework, may qualify.

LICENSE/CERTIFICATION REQUIREMENTS

Possession of a valid California Class C Driver's License and insured in accordance with at least minimum coverage and liability standards established by the State of California. Failure to maintain a valid Driver's License, liability insurance, and the ability to be insured under the SEJPA's automobile insurance carrier constitutes possible cause for termination.

Professional Licensure and Career Progression

Candidates who hold a Professional Engineer (PE) license are preferred; however, an Engineer-in-Training (EIT) certification or other relevant professional credentials may also be considered, depending on the candidate's qualifications and experience.

Employees without a PE may be considered for advancement and compensation progression based on performance, experience, responsibilities, and applicable position requirements. Where licensure is relevant, obtaining and maintaining a PE is encouraged and may be an important factor in advancement to higher-level roles, future promotions, and progression toward the upper end of the applicable compensation range.

PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS

Physical Demands:

While performing the duties of this position, an employee is regularly required to walk; talk, or hear by telephone and in person; sit; smell; use hands and fingers to handle, feel, or operate standard office equipment, objects, tools, or controls; reach and lift with hands or arms. The employee is frequently required to stand, stoop, and kneel for prolonged periods of time.

Ability to withstand strenuous physical activities for extended periods of time includes bending, crawling, squatting, twisting, climbing, pushing, and pulling.

Specific vision abilities required by this job include close and distance vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this position, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information, and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with interruptions; work under intensive deadlines and interact with other managers, board members, government officials, regulators, employees, and the public.

Work Environment:

The employee works under typical office conditions as well as construction or work sites in the course of inspecting and monitoring work, exercising oversight over work crews or conducting investigative assignments. The noise level in the office environment is usually quiet; work sites may be dirty, loud, and odorous.

QUALIFICATIONS

Ability to pass SEJPA pre-employment physical examination; the ability to read, write, speak, and comprehend English.

RIGHT TO WORK

Documentation of eligibility to work in the United States will be required as a condition of employment.

To perform this job successfully, the employee must be able to perform each essential duty satisfactorily. To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the SEJPA will make a good faith effort to provide reasonable accommodations for the known physical or mental limitations of an otherwise qualified employee with a disability, unless undue hardship would result to the SEJPA. To request such an accommodation, please refer to the SEJPA employee handbook.

The list of essential job duties contained in this job description is not exhaustive, and may be supplemented as necessary. This position performs other related duties as assigned

that may become essential to the position.

The San Elijo Joint Powers Authority does not discriminate against any applicant for employment on the basis of race, religious creed (which includes religious dress and grooming practices), color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related conditions), gender, gender identity, gender expression, age, sexual orientation, military or veteran status, or any other consideration made unlawful by federal, state or local laws, ordinances, or regulations.

Last Updated: September 2026