



Rockwood Water
People's Utility District

19601 NE Halsey Street
Portland, OR 97230-7430
503-665-4179 - Phone
503-667-5108 - Fax
www.rwpud.org

EMPLOYMENT OPPORTUNITY

ASSOCIATE ENGINEER

Salary Range: \$81,827 to \$104,291 per year, plus benefits (position is offered at 40 hours per week).

Application Deadline: First review date is June 20, 2019. The position will remain open until filled.

SELECTION PROCESS

Application materials will be evaluated, and qualified candidates will be interviewed. You must have verifiable references with current contact information. If you wish modification of the selection process to accommodate a disability, please make your request in writing and submit it along with the required application materials. All employment offers are contingent upon successful completion of a pre-employment drug screening, physical exam, background investigation, and verifiable references. Preference will be given to honorably discharged veterans and disabled veterans of the United States Armed Forces. To receive veterans' preference, please complete the veterans' preference form, including attachment of required materials, and submit with your application materials.

HOW TO APPLY

Complete and return **a signed District application form along with your resume and cover letter** to:

**Rockwood Water People's Utility District
19601 NE Halsey Street
Portland, OR 97230-7430**

or email signed and completed documents to:

kaden@rwpud.org

Applications are available at the District office or visit **<https://rwpud.org>**.

JOB DESCRIPTION ASSOCIATE ENGINEER

GENERAL

Under general direction of the District Engineer, performs intermediate to advanced professional project management, specialized engineering or developer/building plan reviews; may serve as a project engineer on difficult, complex projects; applies advanced engineering knowledge to the solution of design, maintenance, improvement and construction problems pertaining to the District's infrastructure and private development; and performs related duties as assigned.

Carries projects through from inception to completion, manages several projects at once and/or manages a complex project in a specialty field; and performs related work as assigned. Incumbents may oversee, coordinate and review the work of support staff and technicians.

SUPERVISION RECEIVED

Works directly with and under the general supervision of the District Engineer who reviews work for accuracy and conformance to established policies and procedures.

SUPERVISION EXERCISED

Oversight and supervision of subordinate staff and as directed by General Manager and District Engineer. Candidate will be privy to and hold confidential information and will participate in management meetings regarding District policies and procedures. Fills in for the District Engineer when needed.

CHARACTERISTICS

Responsible for intermediate to complex engineering assignments requiring the use of judgment and initiative in developing solutions to problems; responsible for planning future system needs and developing, implementing and monitoring major construction and/or developer projects from start to completion; may oversee, coordinate and review the work of professional and technical personnel; responsible for coordinating closely with District Superintendent on many aspect of water system operations, maintenance and related functions, such as Asset Management; responsible for managing and maintaining records, drawings, specifications, maps, etc. in electronic GIS format and CAD.

The Engineering Associate is distinguished from the District Engineer in that incumbents in the latter class exercise a higher degree of independent judgment on diverse and specialized assignments with a greater degree of accountability and ongoing decision making. The latter class also requires registration as a Professional Engineer.

DUTIES AND RESPONSIBILITIES/EXAMPLES OF WORK

1. Performs engineering planning for major capital construction and/or maintenance programs; researches and plans system and facilities requirements; researches District records and historical design data; outlines requirements and coordinates activities for surveying and drafting to develop contract documents; secures needed project permits or assists in their acquisition.
2. Designs, reviews and constructs engineering plans and drawings; prepares sketches of plan layouts and diagrams; selects standard details and equipment; prepares specification provisions; assembles bid packages; reviews and approves non-standard building permit

- plans; undertakes modeling and data management efforts; analyzes and performs advanced and complex engineering calculations.
3. Serves as project engineer and performs project management work on various engineering and construction projects; establishes design criteria and progress schedules; serves as liaison between District, contractors, consultants and utilities or other agencies; develops cost estimates and monitors project costs and progress; reviews and approves invoices for progress payments; arranges, facilitates and attends pre-design and pre-construction meetings; reviews and approves material submittals; makes field design changes and recommends and negotiates change orders; prepares project budgets; prepares closing documents to be submitted to the District Engineer and General Manager and official files; prepares, reviews and approves work orders; develops and analyzes project alternatives; monitors completed projects in case of needed warranty repairs.
 4. Reviews and monitors work by outside consultants and administers consultant contracts; prepares standard operating procedures and requests for proposals; evaluates and rates proposals; negotiates scope of work and contract terms; evaluates project schedules; authorizes payments; prepares contract documents for bidding, including cost estimates and project schedules; advertises for and evaluates project bids; reviews consultant designs and plans to ensure conformance with specifications.
 5. Reviews developer plans for conformance with District standards and service rules; responds to developer inquiries regarding requirements for development; monitors and reviews progress of developer projects.
 6. Monitors work in progress, including monitoring and conducting regular and emergency field investigations and inspections, to ensure compliance with approved plans, specifications and standards; analyzes data and results of instrument readings; prepares inspection reports.
 7. Compiles and maintains project records, documents and databases (including intersection details and maps); maintains work order logs and ensures documents are updated to reflect changes; develops and designs databases for project data.
 8. Investigates customer requests and complaints and explains findings to customers; prepares notarized letters answering requests for legal purposes; testifies in court as needed; assists applicants with District policy interpretations and resolution of conflict.
 9. Prepares and delivers presentations of technical data and results to the Board and other interested parties as needed; keeps up-to-date on current technology through reading professional literature, attending conferences and training sessions.
 10. Attends public meetings to present project plans; reviews and analyzes construction projects planned by other agencies for potential impact on District operations; confers with personnel from other agencies regarding current and proposed construction projects.
 11. Assists in preparation of the District budget and Capital Improvement Projects and manages the engineering budget.
 12. Prepares a variety of special engineering studies, correspondence, records, files and reports.
 13. Assembles stakeholder groups, conducts meetings and develops consensus; attends a variety of meetings to determine citizen concerns, discuss potential solutions and limitations, identify course of action and initiate solutions.
 14. Participates in cross training as time allows to assist other personnel. Takes on additional assignments as requested and assists with other positions as needed.

OTHER DUTIES

1. Defines, initiates and assists in negotiating the acquisition of easements.
2. Assists in preparation of budget requests and justifications for section or unit; maintains

records of cash flow for special projects or funds; assists in preparation of justifications for capital improvement projects; assists supervisor in development of projected staffing needs and other information needed in budget preparation.

3. Obtains all necessary federal, state and local permits.
4. Conducts field investigations and site reconnaissance to assess site conditions and identify potential problems or hazards.
5. Reviews technical data for new products, methods or systems.
6. Attends training sessions and conferences.
7. Reviews, maintains, updates and recommends changes to manuals, policies and procedures.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Theory, principles and practices of civil engineering design and project management.
2. Principles of physics and mathematics applicable to engineering.
3. Asset Management.
4. Principles and practices of contract administration and project management and evaluation.
5. Principles, modern techniques and equipment used in design, construction and maintenance of various public works projects.
6. Strength, properties, uses and testing methods of construction materials.
7. Legal guidelines for public works engineering.
8. Public relations.
9. Computer applications pertaining to the work.
10. Administrative principles and methods including goal setting, program/project development, cost estimating, performance management, planning and scheduling, problem solving, conflict resolution and communications.
11. Codes, regulations and guidelines pertaining to the work.
12. Theory and principles of environmental protection and control.
13. Currently accepted principles and practices in staff direction and training.
14. Drafting techniques, including basic computer-assisted drafting.
15. Soil mechanics, erosion control, and geotechnical principles.
16. Hydraulics as applied to the design of water distribution pipes and facilities.
17. Surveying terminology, practices, variables, and calculations.

Ability to:

1. Review, prepare or direct the preparation of complex plans, specifications and legal contracts.
2. Prepare and evaluate engineering studies of large projects.
3. Perform difficult technical research and analyze complex engineering and mathematical problems, evaluating alternatives and recommending or adopting effective courses of action.
4. Perform accurate engineering calculations and cost estimates.
5. Exercise independent judgment and initiative within general policy guidelines.
6. Communicate scientific and technical matters to non-technical individuals, including policy makers.
7. Interact effectively, engage in problem solving, and partner with citizens, community groups and contractors.
8. Communicate effectively, orally and in writing.
9. Prepare clear, concise and accurate reports, drawings, maps, notes, correspondence and other written materials.

10. Establish and maintain effective working relationships with those encountered in the course of the work.
11. Prepare, administer and monitor a budget.
12. Use specialized drafting, engineering, surveying or electronic tools, materials and equipment.
13. Derive information from plans, specifications, maps, complex laws, regulations and codes.

EXPERIENCE AND TRAINING

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a degree in civil engineering; and two years of responsible engineering experience; or an equivalent combination of training and experience. Experience in a public water agency or contractor/consultant is preferred.

SPECIAL QUALIFICATIONS

An Engineer-In-Training Certification, i.e., passed the State Fundamentals of Engineering (FE) examination at time of appointment.

A valid state driver license may be required for certain assignments.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.



Rockwood Water

People's Utility District

EMPLOYMENT APPLICATION

Last Name	First Name	Initial	Date of Application
Street Address	City	Zip	Date Available
Residence Telephone	Alternate Telephone	Expected Pay Rate	

IMPORTANT: Any applicant providing unrequested information on this application, or on any attachments or supporting documents will automatically be disqualified from consideration.

IMPORTANT: Applicants with disabilities may request any reasonable accommodation necessary to complete this application or to take any test required for the position for which the applicant has applied, by making a request at the time of application or testing.

EQUAL EMPLOYMENT OPPORTUNITY. It is our Policy to seek and employ the best qualified personnel and to provide equal opportunity for the advancement of employees and to administer all of our personnel policies in a manner that will not discriminate against any person because of race, color, religion, age, sex, marital or veteran status, national origin, ancestry, disability, on-the-job injuries, sexual orientation, source of income, or any other legally protected status unless it is a bona fide occupational requirement reasonably necessary to the operation of our business.

Have you ever worked for us before? ___ Yes ___ No	Are you 18 years of age or older? ___ Yes ___ No
Position (s) Applied For: 1. _____ 2. _____	

When are you available to work? (We will attempt to reasonably accommodate employees who require certain hours or days off because of religious beliefs or practices.) – Check shifts and days you can work.

___ Days ___ Swing ___ Graveyard ___ Rotating

___ Mon ___ Tues ___ Wed ___ Thurs ___ Fri ___ Sat ___ Sun

If you are hired, are you prepared to present evidence within three days of beginning work showing that you are legally authorized to work in the United States?

___ Yes ___ No

RELATIVES/FRIENDS: Qualified relatives/friends are eligible for employment except in unusual situations where we need to avoid possible conflicts of interest. Do you have any relatives/friends (such as roommates) who currently work for us?
___ Yes ___ No

If yes, state name(s): _____

QUALIFICATIONS: Please list any education, training and/or specialized experience (such as schools; colleges; degrees; licenses; vocational, technical or military experience; hobbies, etc.) you feel would help you perform the work for which you are applying:

DEGREES, LICENSES, RELEVANT EDUCATION OR TRAINING	WHERE DID YOU ACQUIRE IT (Name/address of school, program, military branch and specialty, etc.)

IN CASE OF EMERGENCY NOTIFY: Name _____ Address _____ Telephone Number _____

EMPLOYMENT EXPERIENCE: Please account for all periods of employment *by month/year*, including any self-employment and U.S. military service. (Attach another sheet if more space is needed.)

Present or Last Employer Phone		Hire Date	Date Left
Address	Supervisor	Job Title/Job Duties	Reason for Leaving
Present or Last Employer Phone		Hire Date	Date Left
Address	Supervisor	Job Title/Job Duties	Reason for Leaving
Present or Last Employer Phone		Hire Date	Date Left
Address	Supervisor	Job Title/Job Duties	Reason for Leaving
Present or Last Employer Phone		Hire Date	Date Left
Address	Supervisor	Job Title/Job Duties	Reason for Leaving

VERIFICATION AND SIGNATURE:

1. I authorize the investigation of all matters, which the District deems relevant to my qualifications for employment, including all information given in this application and in any attachments, supporting documents or interviews. I authorize you to request and receive such information and I release from all liability any persons (such as current or former supervisors, coworkers, etc.), employers, or other entities (schools, etc.) supplying it. I also release you from all liability, which might result from making the investigation.
2. I certify that all of the information given in this application and in any attachments, supporting documents or interviews is (or will be) true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission, as well as any misleading statements or omissions, generally will result in denial of employment, withdrawal of any offer of employment, or immediate termination, regardless of when and how discovered.
3. I understand that I may be required to submit to pre- or post-employment physical or other professional examinations, medical inquiries and/or urinalysis tests for the presence of drugs and/or alcohol. IMPORTANT: This means that with very few exceptions- for example, operations located in states where it may not be lawful – an employee will be required to submit to testing in several different circumstances. *Ask to see copies of our applicant and employee alcohol and drug policies if you have any questions.* I agree to such examinations, inquires and/or testing at the District’s expense. I authorize release of the results to the District and their use to evaluate my suitability for employment. I also release the District from all liability arising out of or connected with any examinations, inquiries and/or testing.
4. I understand that I may resign or be terminated, without cause or notice, at any time, unless otherwise stated in a collective bargaining agreement or a written employment contract. I also understand that only the Board of Directors will ever have the authority to agree to any other terms and/or to enter into such agreements or contracts, and that all such agreements (collective bargaining agreements or agreements for other terms of employment) or contracts must also be in writing and signed by both parties. I also understand that unless otherwise stated in a collective bargaining agreement or a written employment contract, the District may change, withdraw and interpret other policies (including wages, hours and working conditions) as it deems appropriate.
5. This application will only be considered active for sixty (60) days. I understand that if I have not been contacted by the District within the sixty (60) days and that if I still want to be considered for employment, I will need to reapply and complete a new employment application.
6. I understand and agree that if I am hired the statements in these paragraphs will become a binding part of my employment relationship. I have read each of these statements. I have also reviewed all of the information provided in this application and in any attachments or supporting documents. ___ Yes ___ No

Signature _____ Date _____

Rockwood Water People's Utility District

Veterans' Preference Form

Under Oregon law, veterans who meet minimum qualifications for a position may be eligible for employment preference. If you think you may qualify, please read the following checklist carefully. Check the box for each item that is appropriate. If you need further explanation or have special circumstances, please call Rockwood Water at (503) 665-4179.

This completed form and the required documentation must be submitted to Rockwood Water at the time you submit your application materials.

A. QUALIFIED VETERAN QUESTIONS: You may claim veterans' preference if you check at least one of the boxes below and provide proof of eligibility by submitting a copy of your DD-214 or 215.

ORS 408.225(f)

- I served on active duty with the Armed Forces of the United States for a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions; or
- I served on active duty with the Armed Forces of the United States for a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions; or
- I served on active duty with the Armed Forces of the United States for 178 days or less and was discharged or released from active duty under honorable conditions because of a service-connected disability; or
- I served on active duty with the Armed Forces of the United States for 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs; or
- I served on active duty with the Armed Forces of the United States for at least one day in a combat zone and was discharged or released from active duty under honorable conditions; or
- I received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions; or
- I am receiving a nonservice-connected pension from the United States Department of Veterans Affairs.

"Active duty" does not include attendance at a school under military orders, except schooling incident to an active enlistment or a regular tour of duty, or normal military training as a reserve officer or member of an organized reserve or a National Guard unit.

B. QUALIFIED DISABLED VETERAN QUESTIONS: You may claim additional employment preference if you can check at least one box in the section below and provide proof of eligibility by submitting both of the following documents:

1. A copy of your DD-214 or 215, Certificate of Release or Discharge, Copy 4, and
2. A public employment preference letter from the United States Department of Veterans Affairs. To order the letter, call 1-800-827-1000 and request a public employment preference letter.

ORS 408.225(c)

- I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or
- I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- I was awarded the Purple Heart for wounds received in combat.

I hereby claim veteran's preference and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification or dismissal, regardless of when discovered.

Print Name

_____-_____-_____
Social Security Number

Signature of Applicant

Date

ORS 408.225-230

Preference will not be awarded without the appropriate documentation. You must submit your DD-214 or 215 in all cases. If you are claiming disabled veteran preference you must also submit the public employment preference letter from the Department of Veterans Affairs. You will not receive preference without these accompanying documents.