



# Tahoe-Truckee Sanitation Agency Job Description

## Senior Engineer

<b>EMPLOYER AGENCY:</b>	Tahoe-Truckee Sanitation Agency
<b>JOB TITLE:</b>	Senior Engineer
<b>DEPARTMENT:</b>	Engineering
<b>HOURS PER DAY:</b>	8
<b>DAYS PER WEEK:</b>	5
<b>OVERTIME:</b>	Occasionally requires being on-call or working standby duty as directed.

### Job Description:

Under the direction of the Engineering Department Manager, is responsible for performing highly technical engineering work and exercising considerable professional judgement in all areas of the plant and interceptor pipeline. Assumes a very high degree of responsibility, is able to act independently and make informed decisions for engineering projects, and is able to adhere to project schedules, deadlines, and budgets. Oversees and performs complex engineering activities and drafting tasks (AutoCAD) for all project phases including planning, design, bidding, construction, startup, and warranty. Performs the duties of project manager and project engineer for large and small projects including consultant oversight and interaction, engineering evaluation and design, staff and public agency coordination, and construction management. Coordinates multidisciplinary work as required to successfully execute complex projects. Prepares special engineering reports/studies and completes technical work for plant and pipeline operations and maintenance programs. Performs all duties in a safe, orderly and professional manner.

### Education/Experience:

Requires BS degree in Civil Engineering from an EJC accredited college. MS degree in Civil Engineering is desired. Registered California Civil Professional Engineering license is required. Requires at least fifteen (15) years of responsible engineering experience. A Master's degree in civil engineering may be substituted for five years of the minimum required experience.



# Tahoe-Truckee Sanitation Agency Job Description

## Senior Engineer

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### Certificates & Licenses:

1. P.E. – Civil, California.
2. CA/NV Driver License - Basic Class C. Driving record that enables insurability on Agency policy is required.
3. CPR/First Aid certification, or ability to obtain within one year of hire.
4. 40 hour Hazwoper certification, or ability to obtain within six months of hire.
5. Incident Command System trained, or ability to obtain within one year of hire.

### Essential Duties:

1. Supervises and executes work activities and staff on multiple simultaneous engineering projects and programs. Prioritizes and develops critical path schedules to successfully manage overlapping and sequential work activities.
2. Writes and administers public contracts for construction and capital outlay projects.
3. Oversees Agency projects following T-TSA policies and procedures, code requirements and legal statutes.
4. Plans and directs work associated with large and small public works projects. Assesses needs and develops goals and objectives for projects and equipment acquisitions.
5. Prepares engineering drawings using AutoCAD.
6. Identifies, proposes, designs, and engineers improvements to Agency owned facilities.
7. Reports on a regular basis progress, issues, problems, plans of action, and solutions to the Engineering Department Manager. Prepares project status reports.
8. Reads and interprets plans, specifications, diagrams, and maps.
9. Develops engineering solutions, designs, plans, specifications, and cost estimates for projects and equipment of all sizes or delegates such work to subordinates and consultants.
10. Prepares agreements, contracts and scope of services for consultants, contractors, and others.
11. Supervises, trains, reviews, and evaluates work of subordinates and consultants.
12. Performs evaluations for T-TSA compliance with Agency, Local, State and Federal regulations.
13. Performs technical and engineering research of T-TSA facilities and operations, and prepares related studies.
14. Assists in updating the Business Plan, regulatory plans, and other similar technical documents.
15. Performs confined space entries to inspect and/or assess tanks and other spaces.
16. Researches products and vendors; analyzes and makes recommendations for acquisition, improvements, and enhancement. Solicits quotations, compares costs and evaluates quality after determining specifics as needed. Evaluates new equipment performance.
17. Provides oversight and participates in environmental assessments, studies, and reports.



# Tahoe-Truckee Sanitation Agency Job Description

## Senior Engineer

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18. Prepares for and participates in effective public speaking presentations (talks, reports, tours, etc.) to a variety of audiences (T-TSA Board of Directors, Agency staff, other agencies, general public, etc.)
19. Knows and works with a variety of software, including AutoCAD, Excel, Word, PowerPoint, Outlook, and other more specialized engineering software applications. Creates databases and spreadsheets.
20. Assists in developing and implementing graphical information systems (GIS) and plant information systems (PIS).
21. Performs other duties as required.

### Knowledge and Abilities:

1. To read, understand, analyze, and interpret federal, state, and local governmental regulations, technical reports, books, manuals, sketches, plans, etc.
2. Of principles and practices related to wastewater treatment, conveyance systems, analytical quality control methods, and the interpretation of data.
3. Of approaches, strategies, techniques, and procedures that are customarily used in the planning, design, construction, and startup of various POTW engineering projects.
4. Of basic process control principles used at a wastewater treatment plant.
5. To write and revise technical and regulatory reports as directed.
6. To adjust to changing work environments.
7. To arrive at work as scheduled.
8. To analyze complex operational processes, perform complex engineering calculations, and make sound recommendations.
9. To read, write, understand, and revise technical and administrative reports.
10. Of general and specific safety rules and emergency procedures.
11. Of master planning, application of asset management principles, development of capital improvement plans, and the budgetary process.
12. Of securing permits and approvals from a variety of regulatory agencies.
13. To interact with others (other Agency departments, co-workers, supervisors, vendors, regulators, outside agencies, and members of the public) in a professional, cooperative, and harmonious manner.
14. Of emergency procedures and equipment (e.g., generators, pumps, hose reels, etc.).
15. To prioritize assignments and meet deadlines.
16. To recognize the need for assistance or clarification and seek assistance as needed.
17. To follow oral and written instructions, to perform work independently with initiative, to be mentally alert, and use common sense and knowledge to solve problems.
18. Of basic computer operation, hardware, software, and components and SCADA system control.
19. To solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
20. To observe, effectively supervise, and instruct the work of others.



# Tahoe-Truckee Sanitation Agency Job Description

## Senior Engineer

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21. To adhere to and enforce T-TSA safety policies and standard operating procedures.
22. To communicate clearly, concisely and politely-both orally and in writing.
23. Of the materials, equipment, and safety practices used in the operation, maintenance, and construction of wastewater treatment and conveyance facilities.
24. Of project construction requirements and construction management and inspection techniques/practices.
25. To help diagnose equipment malfunctions.
26. To temporarily fill in for the Engineering Department Manager in their absence.

### **Special Environment:**

1. Indoors, office setting, climate-controlled.
2. Outdoors, exposed to all weather conditions.
3. Possible exposure to chemicals (dust, gases, liquids, solids, fumes), odors and noise.

### **Physical Requirements:**

1. Ability to remain seated at a desk and in meetings for long periods of time on a regular basis.
2. Ability to be mobile and to drive a vehicle.
3. Extensive hand and body coordination and the ability to lift and carry heavy objects (up to 75 lbs) from waist and floor level.
4. Fine motor skills and ability to perform repetitive motion tasks with flexed fingers and wrists.
5. Ability to write and use a keyboard and mouse to communicate in writing.
6. Ability to push and pull forces of up to 15 lbs over a distance up to 100 feet, 22 lbs over a distance up to 500 feet, 25 lbs over a distance up to 5 feet and 65 lbs over a distance of up to 2 feet.
7. Ability to carry weights of up to 35 lbs over a distance of up to 500 feet unilaterally and bilaterally.
8. Senses of sight, hearing, smell, taste and touch. Must be able to hear and understand normal English speaking voice, to see and recognize known visitors, employees, or members of the public.
9. Use of the entire body.
10. Ability to work at or above shoulder level, bent over at waist, reaching, kneeling, walking, squatting, climbing, twisting, turning, stooping, sitting and standing.
11. Finger dexterity to install and repair equipment.
12. Finger dexterity to perform repairs using wrenches, screwdrivers, power tools and other hand tools. Must have manual dexterity to use shovel, lift and carry supplies and equipment.



## Tahoe-Truckee Sanitation Agency Job Description

### Senior Engineer

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13. Ability to frequently climb stairs and ladders.
14. Ability to get and maintain an airtight seal with self-contained breathing apparatus for confined space entry or emergency procedures.
15. Ability to communicate via cell phone or radio.
16. Ability to meet all physical requirements for this position.

**The employee's job description lists typical general jobs, which when performed by the employee must be performed in a safe and professional manner. The duties described are not limited to those herein and are subject to change upon management's discretion.**



## TAHOE-TRUCKEE SANITATION AGENCY

An Equal Opportunity Employer

*A Public Agency*

13720 Butterfield Drive

Truckee, California 96161

Office: (530) 587-2525 Fax: (530) 587-5840

**Confidential**  
*Restricted to  
Administrative  
Personnel*

### **APPLICATION FOR EMPLOYMENT**

Position you are applying for: \_\_\_\_\_

Date you can start work: \_\_\_\_\_

#### **PERSONAL INFORMATION:**

Name (Last, First, Middle):	
Address:	
Telephone:	Email:

#### **EDUCATION/TRAINING:**

	Name and Address	Years Completed	Did You Graduate?	Degree/Diploma
High School			Yes No	
College			Yes No	
Vocational/Business School			Yes No	
Other			Yes No	

#### **SKILLS (List any technical skills and certifications that you may have):**


#### **WORK EXPERIENCE:**

Firm Name:
Phone:
Address:

Period of Service: From	To
Monthly Pay: Starting	Ending
Position:	Supervisor:
Describe Duties:	
Reason for Leaving:	
What did you like most about the job:	

Firm Name:	Phone:
Address:	
Period of Service: From	To
Monthly Pay: Starting	Ending
Position:	Supervisor:
Describe Duties:	
Reason for Leaving:	
What did you like most about the job:	

Firm Name:	Phone:
Address:	
Period of Service: From	To
Monthly Pay: Starting	Ending
Position:	Supervisor:
Describe Duties:	
Reason for Leaving:	
What did you like most about the job:	

Firm Name:	Phone:
Address:	
Period of Service: From	To
Monthly Pay: Starting	Ending
Position:	Supervisor:
Describe Duties:	
Reason for Leaving:	
What did you like most about the job:	

List any job-related organizations, clubs, professional societies, or associations to which you belong. (You may omit those that indicate your race, religion, creed, color, national origin, ancestry, sex, or age.)

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### MISCELLANEOUS:

*In order to comply with the Immigration Reform and Control Act, all offers of employment are contingent upon submission of proof of identity and work eligibility within three days of hire or upon submission of a receipt showing application for the appropriate document within three days of hire and the required document itself within 21 days. (The date of hire means either when an individual accepts the offer of employment or actually begins work.)*

Do you have a valid Driver's License? \_\_\_\_\_ Yes \_\_\_\_\_ No State \_\_\_\_\_

License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Have you ever had your driver's license revoked or suspended? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, give details: \_\_\_\_\_

If applying for a position that requires driving, do you have a reliable means of transportation? \_\_\_\_ Yes \_\_\_\_ No

Can you provide proof of insurance on your personal vehicle? \_\_\_\_\_ Yes \_\_\_\_\_ No

If not, provide details: \_\_\_\_\_

*You will be required to successfully complete a physical examination and drug screen prior to commencing work. Please review the job duties of the position for which you are applying, a copy of which is attached or has previously been provided to you..*



Are you able to perform all of the duties of the job for which you are applying? \_\_\_\_\_ Yes \_\_\_\_\_ No

If not, what duties do you believe you are unable to perform? \_\_\_\_\_

\_\_\_\_\_

Of those duties you believe you are unable to perform, what can be done to accommodate your limitations?

\_\_\_\_\_

\_\_\_\_\_

(Applicants requesting accommodation are required to provide medical documentation verifying the need for any such accommodation.)

A person employed is subject to verification that they meet the legal age requirement. If hired, can you provide proof of age?

\_\_\_\_\_ Yes \_\_\_\_\_ No

All new employees serve a six-month probationary period, during which time supervisors evaluate on-the-job performance. If you are hired, you would be subject to this probationary period. Probationary employees may be terminated with or without cause, at any time during the probationary period. Please initial your acknowledgment and acceptance of this term, in the event you are hired:

Initial: \_\_\_\_\_

## REFERENCES:

How were you referred for a position at T-TSA?

\_\_\_\_\_

**Please list persons willing to provide professional and/or character references:**

Name	Occupation	Relationship	Email Address & Phone Number	Years Known

Please list any additional information that relates to your ability to perform the job for which you have applied, such as licenses, certifications, hobbies, etc:

\_\_\_\_\_

\_\_\_\_\_

I certify that all statements herein are true. I understand that any falsification or omission may result in the refusal to extend an offer of employment, or dismissal should I become hired. I authorize TTSA to check any of my references provided above.

It is further understood that, upon hire, I will be required to furnish additional information as requested by Tahoe-Truckee Sanitation Agency.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: