



Employment Opportunity

Department of Water and Power

Associate Utility Engineer

SALARY: \$5,710—\$6,971 per month
Closing Date: Thursday, March 15, 2012

HOW TO APPLY: Applicants must complete and submit an original City of Corona Employment Application to the Human Resources Department, 400 S. Vicentia Ave., Room 155, Corona, CA 92882. Faxes, Postmarks, and/or copies will not be accepted. Resumes will not be accepted in lieu of City of Corona Employment application.

Before submitting an application, please read the minimum qualifications for the job in which you are interested. Only candidates that meet the minimum qualifications for this position will be considered. Incomplete, illegible, or fraudulent application packets may result in disqualification.

SPECIAL REQUIREMENT: A 10 year Department of Motor Vehicle (DMV) driving history is REQUIRED with your application submission. This driving history (DMV form H-6) must be obtained from DMV and dated within thirty days of application submission. Note: driving history is not available online & must be obtained in person at the DMV. Copies of all applicable certifications are REQUIRED with your submission. All applicants must submit copies of the required documentation to the Human Resources Office prior to the recruitment's closing date. Failure to submit a DMV print out and/or the copies of applicable certifications will automatically disqualify submissions from further consideration.

SELECTION PROCEDURE: The selection process will consist of a review and evaluation of all applicants' qualifications. Those applicants deemed to possess the most desirable qualifications will be invited to participate in a written/oral examination. The Human Resources Director or designee may specify the number of eligible candidates to be qualified in the examination or any part thereof. The City of Corona does not reimburse any expense incurred as a result of this recruitment.



For additional information please contact
Human Resources at (951) 736-2209.

City Hall Operating Hours
Monday - Thursday 7:30am - 5:30pm

**PLEASE CONTACT THE HUMAN RESOURCES DEPARTMENT
SHOULD YOU NEED SPECIAL ACCOMMODATIONS IN THE
PROCESS OF APPLYING FOR THIS POSITION.**

The provisions of this announcement do not constitute a contract, expressed or implied, and any provision contained in this bulletin may be modified or revoked without notice.

THE CITY OF CORONA IS AN EQUAL OPPORTUNITY EMPLOYER.

www.DiscoverCorona.com

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GENERAL PURPOSE

Under general supervision, performs professional engineering work involving the research, design and construction of potable water, reclaimed water, water reclamation, and electrical distribution utility projects; reviews plans, evaluates costs, conducts field reviews, and participates in the preparation of engineering reports; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Associate Utility Engineer is the journey-level classification in the professional engineering series. This classification performs varied engineering assignments requiring knowledge of civil engineering principles, design standards, and construction regulations. This job is distinguished from the Senior Utility Engineer classification given that it does not exercise formal supervisory authority.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class:

- Prepares, or causes to be prepared by consulting engineers, plans and specifications for the construction of a variety of potable water, reclaimed water, water reclamation and electrical distribution facilities, including pipelines, pumping stations, lift stations, treatment plants, water reservoirs, electrical services, and switchgear; researches and identifies project design requirements; conducts computer modeling of the system and facilities to determine design requirements and parameters; analyzes and determines hydraulic requirements and facilities using City-adopted guidelines and standards for existing and proposed projects; performs complex engineering calculations encompassing hydraulics, surveying, electrical, mechanical and structural calculations.
- Serves as project engineer/manager for complex facilities expansion and/or refurbishment projects designed in-house or by engineering consultants that require knowledge, understanding, and accommodation of various relationships; drafts specifications for construction of City facilities; establishes project scope of work including progress schedules and cost estimates and serves as a liaison between the City, contractors, consultants and other utilities or agencies; monitors design project progress.
- Assists and provides technical guidance to inspectors in studying field problems and incorporating design revisions during grading and construction phases on the basis of site inspections.
- Monitors construction work in progress, including field investigations, to ensure compliance with approved plans, specifications and standards; compiles and maintains records of approved projects; reviews, researches and recommends changes to design standards based on reported deficiencies.
- Maintains, updates and analyzes planning information and tools such as land use, population, demographics; plans, organizes, researches, analyzes and reports on growth related impacts on water, water reclamation and reclaimed water facilities; reviews, develops or revises various elements of the Department of Water and Power's Master Plans (water, sewer, and reclaimed), regional, and/or special-focus plans, financial and technical reports, environmental documents and costs analyses for water, sewer and reclaimed water facilities; develops and maintains service demand projections; develops and monitors project schedules and budgets.

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ESSENTIAL DUTIES AND RESPONSIBILITIES (Continued)

- Performs major facilities studies; develops and/or uses land use/demographic database and hydraulic simulation models/tools to evaluate alternative facilities and recommends capital improvement projects; compiles, reviews and develops responsive, pertinent reports and projections of statistical data as it relates to City functions.
- Researches, coordinates and reviews proposed right-of-way alignments and the vacation of existing rights-of-way; prepares documentation for easement acquisitions and coordinates with the City's Right-of-Way agent; reviews and implements permit requirements in the design of facilities.
- Researches sub-regional development data and/or as-built files and meets with developers, consultants, and owners to discuss development processes, including but not limited to, due diligence of existing facilities, preparation or review of facilities plan of service and associated sewer tributary analysis and water hydraulic analysis, fire flow analysis, status pressure calculations, developer agreements, interim serviceability and coordination with CIP projects, and viability evaluation/demand calculation of reclaimed water use.
- Coordinates engineering design projects with other departments and agencies; reviews and analyzes construction projects planned by other agencies for potential impact on City operations; confers with personnel from other departments and agencies regarding current and proposed construction projects; identifies and resolves problems in compatibility between other agency systems and the City's system.
- Meets with the Department of Water and Power's Operations, Engineering, and Maintenance staff regarding coordination of CIP projects and developer projects, including but not limited to, temporary/permanent lift stations, water booster stations, water storage tanks/reservoirs, water/sewer transmission facilities, and regional water reclamation facilities.
- Provides unscheduled technical support in answering design questions for walk-in customers, phone calls, emails, and other City departments and staff.
- Prepares a variety of technical communications such as engineering studies, cost estimates, correspondence, request for proposals, letters, records, files, and reports.
- Conduct "start-up" and performance tests for pumping systems, electrical systems and instrumentation systems.
- Contributes to the seismic retrofit of existing City facilities.
- Uses computers, software programs and technical databases for various planning projects and studies; manage and updates data for hydraulic modeling; coordinates GIS data collection and distribution with respect to planning facilities.

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ESSENTIAL DUTIES AND RESPONSIBILITIES (continued)

- Defines scope of work and schedules for future CIP projects.
- Conducts reviews and prepares progress reports and staff reports; prepares project check lists, deeds and exhibits; drafts and revises associated ordinances and resolutions; reviews and processes change orders.
- Drafts Council actions and reports.
- Assists in the development of BMP guidelines for engineering projects.
- Administers consultant and construction contracts; investigates field problems affecting property owners, contractors and maintenance operations; prepares quarterly progress reports; reviews and coordinates the submission and approval of construction specifications; ensures compliance with plan specifications.
- Participates in the preparation of cost estimates and construction specifications; monitors project budget expenses; calculates plan check and development fees; sends out and monitors status of plan check review packages with consultant.
- Coordinates with consultants, other agencies, and developers to communicate City policies and requirements for project initiations and development.
- Provides recommendations to improve, add, revise, or otherwise implement solutions to existing or proposed facilities.
- Reviews, researches, and recommends changes to design standards based on reported deficiencies.
- Prepares standard and non-standard Developer Facility Agreements, evaluates potential frontage reimbursements/frontage to be paid, and reviews prevailing wage bids for the Department of Water and Power oversizing contributions for additional facility capacity.
- Manages and coordinates corrosion protection of City facilities through corrosion engineering consultant.
- Reviews and responds to a variety of engineering reports, design plans, and specifications for consultants and contractors and responds to questions.
- Identifies potential funding sources.
- Seals plans and specifications.

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QUALIFICATIONS GUIDELINES

Knowledge of: Theory, principles and practices of civil engineering design, and construction; principles of physics and mathematics applicable to civil engineering; California Public Works Contract Code; hydraulic calculations; GIS applications; hydraulic system analysis; principles, modern techniques and equipment used in design, construction and maintenance of various public works projects, including land surveying; strength of material, properties and uses of construction materials; legal guidelines for public utilities engineering; public relations; principles of civil engineering and hydraulics; objectives, principles, procedures, standards, practices and information sources of Department of Water and Power facilities planning; implementation of zoning and other municipal ordinances; methods used in developing information for Master Plan modifications; application of land use (development patterns and processes); physical design, economic, environmental, and/or social concepts to the planning process; community trends and market analyses techniques relevant to the planning process; terminology, symbols, methods, techniques, and instruments used in planning; applicable local, state and federal laws and regulations; local government organization; principles and techniques of project management and supervision, including goals and objectives development and work planning and organization; computer applications pertaining to the work.

Ability to: Review, prepare or direct the preparation of complex engineering plans, specifications and legal contracts; prepare and evaluate engineering studies of large projects; perform accurate engineering calculations and cost estimates; handle unusual design requests; explain design criteria, policies, ordinances and procedures to consultants; understand and apply those aspects of federal, state, and local laws, regulations, policies, procedures and standards pertaining to the planning process; research, analyze and summarize planning data; perform increasingly responsible and varied assignments under decreasing degrees of direction; actively handle multiple tasks and manage time-sensitive and politically sensitive projects; perform difficult technical research and analyze complex engineering and mathematical problems, evaluating alternatives and recommending or adopting effective course of action; coordinate with multiple departments; read and comprehend design drawings, annotations, and calculations; utilize a personal computer for conducting hydraulic modeling analysis, spreadsheet analysis and other applications; communicate effectively, orally and in writing; prepare clear, concise and accurate reports, drawings, maps, notes, correspondence and other written materials; establish and maintain effective working relationships with those contacted in the course of work; follow and apply written and oral work instructions; make sound independent judgments within established guidelines.

Education/Training/Experience: 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 three or more years of responsible professional Civil Engineering experience, including experience with potable water, reclaimed water, water reclamation, and electrical projects.

Licenses; Certificates; Special Requirements: A valid Class C California driver's license in order to perform field reviews of engineering sites.

In addition to the above, seasoned Engineers possessing the below qualifications will be given priority in the recruitment process: Current registration as a Professional Civil Engineer (P.E.) with the California State Board of Registration for Civil and Professional Engineers.

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PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to walk, stand or sit; talk or hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees may occasionally walk and stand and lift and carry records and documents that weigh 20 pounds or less.

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

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math/mathematical skills; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with officials and the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee usually works under typical office conditions where the noise level in the work environment is quiet. Employees may occasionally be required to work in outside conditions, exposed to wet or humid conditions, where the noise level may be loud.

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CORONA GENERAL EMPLOYEES CITY PAID BENEFITS

RETIREMENT: Employees are covered by the Public Employees' Retirement System. The CALPERS contribution is 8% of the employee's base salary. For employees hired on or after January 1, 1999, the City pays 5% and the employee pays 3% for a total contribution of 8%. The City does not participate in Social Security and the City pays the employees mandatory contribution to the Medicare Program.

ANNUAL LEAVE & HOLIDAYS: 21 (8 hour) working days (168 hours) of paid leave are earned after one year of employment, with additional days earned, based on length of service, up to 31 (8 hour) days (248 hours). There are 12 (8 hour) paid holidays (96 hours) per calendar year.

ANNUAL LEAVE BUYBACK: Eligible employees may "buy back" a maximum of 160 hours of annual leave once each year.

DISABILITY & LIFE INSURANCE: Long term disability insurance provided free to each employee. Also, a term life insurance policy is provided to each employee equal to 5 ½ times the employee's annual basic earnings to a maximum, of \$750,000.00.

MEDICAL INSURANCE: Employees' and dependents' health insurance premiums are provided. For employees hired on or after January 1, 1999, the City will pay base a monthly IRC plan contribution in an amount equal to the premium payment for Blueshield family coverage (currently \$1517.36 per month). There are a variety of plans to choose from. Option to waive medical insurance, indexed at 2003 PERS Choice rate equivalent to your current coverage (i.e. single \$296.00, employee + one \$596.00, family \$770.00).

EMPLOYEE ASSISTANCE AND COUNSELING PROGRAM: This is a comprehensive program designed to help employees and their family members find direction in solving personal and/or emotional problems.

DIRECT DEPOSIT: A free checking account and checks are available with Bank of America, Corona.

FLEXIBLE SPENDING PLAN: Each employee may contribute to either a medical reimbursement account or dependent care account to pay for unreimbursed medical expenses and/or dependent care expenses with pre-tax dollars. The flexible benefit plan is offered at the time of hire and at each open enrollment period.

DEFERRED COMPENSATION PLAN: Employees hired on or after January 1, 1999 shall receive an additional payment into their deferred compensation plan account of \$150.00 per quarter plus \$50.00 per quarter to be deposited into A Retirement Health Savings Account (ICMA VantageCare or Nationwide PEHP).

LONGEVITY PAY: After 5 years of service \$500.00 annually. After 10 years of service \$700.00 annually.
After 15 years of service \$800.00 annually. After 20 years of service \$1000.00 annually.

TUITION REIMBURSEMENT: The City shall reimburse for books and tuition for college-level courses leading to a job related degree or certificate. Tuition is reimbursed at a rate equivalent to the California State University Fee Schedule.

BI-LINGUAL PAY: Upon certification and departmental needs, 4% increase of base pay is awarded for the use of Spanish language on the job.