

ABOUT US

North Marin Water District (NMWD) is a public agency of the State of California established under the County Water District Law. We serve a suburban population of 63,955 people situated in and about the City of Novato, which is located in a warm inland coastal valley of Marin County, California as well as serve several small improvement districts in the West Marin area near the coast.

As a small Special Water District, our 55 employees enjoy coming to work and working alongside their co-workers, many times saying “we are like family”. Our close-knit work environment helps successfully deliver on our vision statement: “We strive to optimize the value of services we provide to our customers and continually seek new ways to enhance efficiency and promote worker and customer engagement and satisfaction”.

ABOUT THE POSITION

North Marin Water District is seeking a Junior Engineer to join our Rock Star Team in the Engineering Department.

- Are you a dynamic individual who wants to get in on the ground level, perform a wide variety of entry-level technical engineering work, and learn from our experienced team in the design and construction of District water and sewer systems?
- Are you a people person? This position has a moderate level of working interaction with NMWD professionals, other governmental agencies, the general public, developers, private professionals, and contractors.
- Do you work well with others? You would receive direct supervision from the Department’s Senior Engineer and actively collaborate with many others including, licensed Civil and Mechanical Engineers, Engineering Technicians, Engineering Service Reps, Engineering Assistants, administrative staff, and the Assistant General Manager/Chief Engineer.

Essential Duties include but are not limited to the following:

- Performs detailed design of water and sewer facilities, including drafting and computer aided design (CAD)
- Work preparation of detailed construction estimates, material requisitions and master plans of water and sew facilities
- With support of senior-level staff, inspects and/or supervises construction project work as required
- Prepares cost and budgetary estimates on projects
- Tracks costs and budgets of assigned projects
- Respond to and follows through on customer service calls
- Drafts new standards and specifications as required
- Conducts reviews and responds to engineering studies, including (CEQA) and (NEPA) reports
- Prepares material and construction contract packages and proposals, and prepares RFP’s
- Conducts water supply and sewage collection/treatment/disposal feasibility studies and master planning
- And may participate in a variety of professional committees.

Who are we looking for?

We are looking for the next NMWD rock star. You would be someone who has the equivalent of a Bachelor's degree in Civil (preferred) or Mechanical Engineering (we won't turn any rock stars away). Your degree must be from an accredited college or university, or you must possess a California Engineer-in-Training (EIT) certificate. This is an entry-level engineering position, so don't worry if you do not have previous job-related experience, we would still love for you to apply. See below for more Knowledge/Skills/Abilities and Licenses for this position. And make note of the perk for obtaining your license as a Professional Engineer.

Knowledge of: principles, methods, materials and equipment used in engineering design, drafting, and inspecting; hydraulics and/or hydrology, water and sewer facilities including transmission and distribution systems, storage tanks, pump stations, treatment plants and facilities, and engineering alternatives to traditional capital facilities; industry construction methods and materials; computer operations, software, and programs that assist in engineering work; District policies, procedures and issues; general understanding and knowledge of City, County, and State codes and ordinances.

Ability to: be self-motivated, a problem solver and provide critical thinking to assigned projects; apply general engineering principles to the solution of specific engineering problems; use job-related computer software; write memos, letters and technical reports which are clear and concise; communicate effectively with technical and non-technical persons; and remain available in the event of an emergency.

License/Certificates

- Possession of a valid Class C California driver's license.
- 5% additional salary with Professional Engineer registration.

OTHER REQUIREMENTS (Physical and Public sector activities)

This position requires prolonged sitting, standing, reaching, twisting, turning, kneeling, bending, squatting, and stooping and walking in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing and reviewing construction plans, statistical reports and data, as well as using a computer keyboard. Additionally, the position requires near, far, and color vision in reading reports, reviewing plans and blueprints, and in using the computer. When visiting construction sites or existing District facilities the position will require walking on uneven and slippery surfaces, climbing ladders or stairwells, exposure to all weather conditions, dust and pollen, and potential mechanical and heavy equipment hazards.

In addition, per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

ABOUT THE PROCESS

This position is open until filled. Interested candidates should **apply by July 31st** by submitting a compelling cover letter and comprehensive resume via governmentjobs.com. **Review of resumes will begin the week of July 31, 2022.**

Agency

North Marin Water District

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415 473-2126

Website

<https://nmwd.com/>

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