



JOB DESCRIPTION **Staff Engineer**

FLSA Status: Non-Exempt
Safety Sensitive: No

Created: 9/23/16
Last Revised: 12/6/2021

Base Salary Range: \$58,950.47 - \$82,640.50 (Employee-Paid PERS Plan)

DEFINITION: The position is a grant-funded position supervised by the Senior Project Engineer or Principal Engineer. Under direct supervision, the employee will perform a variety of drafting and civil engineering assignments that require application of engineering principles, practices, and theories. The position is a year-round, full-time position with full benefits. Part-time is an option if desired by the individual hired. The position is at will.

DISTINGUISHING CHARACTERISTICS: This is the intermediate level position within the Engineering series which includes Engineering Technician, Project Engineer, and Senior Project Engineer. Incumbents exercise limited judgment when applying guidelines and specifications regarding the course of action to accomplish assignments. The knowledge, skills, and abilities acquired at the Staff Engineer level are intended to prepare incumbents for performing more specialized and technical engineering-related work.

ESSENTIAL FUNCTIONS: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Perform basic engineering tasks required for office and field engineering including, but not limited to, drafting, engineering calculations, surveying, design, inspection, materials testing, engineering or hydraulic models, and permit support work.
2. Produce plans, specifications, and estimates under the guidance of a licensed Professional Engineer using AutoCAD Civil 3D, GIS, Microsoft Word, and Microsoft Excel.
3. Facilitate and assist in the implementation of water quality improvement, stream restoration, landscape-scale conservation, and transportation improvement projects.
4. Review and evaluate plans, specifications, original designs, and preliminary and final layouts of structures, systems, equipment, and components for conformance with contractual and federal, and state regulatory requirements and standards.
5. Coordinate project work with other engineers, environmental specialists, hydrologists, or specialists within and outside of the organization.
6. Document data and project progress using Microsoft Excel, Word, and photographs.
7. Assist with construction oversight and keep records during project implementation.
8. Assist the Senior Project Engineer or Principal Engineer with work plans, program management, staff training, and general business operations.
9. Provide complete and accurate progress reports to the Senior Project Engineer or Principal Engineer.
10. Perform quality assurance and control to ensure compliance with State, Jurisdiction, and District design specifications and standards.
11. Provide engineering support to staff.
12. Work cooperatively with Local, State, and Federal partners to provide technical assistance to Tahoe Basin users.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)

Knowledge of

- Engineering mathematics including algebra, geometry, and trigonometry;
- Hydraulics, hydrology, and geology;
- Methods of compiling technical data;
- Engineering plan sets, engineering drafting methods, conventional symbols and sources of information;
- Engineering practices and principles as applied to water resources, restoration, water quality, and transportation; and
- Records maintenance.

Skill to

- Analyze and interpret technical reports, graphs, charts, and drawings;
- Design and provide technical assistance for conservation projects in the State of Nevada;
- Design and evaluate designs of water quality, restoration, and transportation projects designed to improve conservation within the Lake Tahoe Basin;
- Make effective presentations using visual aids and other communication tools.
- Understand and apply instructions from technical manuals to specific situations; and
- Convert mathematical data, quantities, and measurements, and calculate area, volume, length, and proportion.

Ability to

- Assist the general public with questions about current projects;
- Communicate orally in a clear, concise manner;
- Perform some difficult and complex civil engineering assignments;
- Interpret and apply laws, codes, and regulations, policies, and procedures pertaining to stormwater treatment and stream restoration programs;
- Create design plans using AutoCAD Civil 3D;
- Read and understand policy and procedure; and
- Exercise discretion and independent judgment
- Follow verbal and written instructions;
- Work effectively with frequent interruptions;
- Read and understand policy and procedure;
- Work as a member of a team;
- Effectively communicate with coworkers.

REQUIRED CERTIFICATION AND LICENSES:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

Bachelor’s Degree in (a) Environmental or Civil Engineering from an ABET accredited school or (b) Environmental Science, Hydrology, or Geology with 2 years of engineering coursework or related field OR an equivalent combination of education and experience. Engineer in Training (EIT) certification is preferred but not compulsory.

SPECIAL REQUIREMENTS: Must possess a valid driver’s license or alternative means of travel.

WORKING CONDITIONS: Work is performed at a desk and in the field. Office environment has natural and artificial lighting. Fieldwork is conducted in a rugged alpine environment with elevations exceeding 6,000 feet. Snow can accumulate at lake level throughout the year and exceed 10 feet in depth during the winter. Limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities will occur. The position will require flexible work hours when needed (occasional evenings and weekends). May be required to use personal vehicle for work duties. Physical hazards from traffic and construction equipment may be present.

PHYSICAL AND MENTAL/ INTELLECTUAL REQUIREMENTS: The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Position may require manual labor. Ability to lift up to 50 lbs and travel on foot through rugged terrain; ability to sit, walk and stand for intermittent periods of time and on a frequent basis; strength, dexterity, coordination, and vision to operate a personal computer and view video display terminal for frequent periods; Strength and stamina to bend, stoop, squat, reach on a frequent basis; ability to communicate on a telephone, via email, and in person.

Dexterity and coordination to handle files and single pieces of paper, occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

Employee’s Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Employee’s Signature

Date Signed