Job Description

Position:	**Associate Engineer**	**FLSA Status:**	**Exempt**
Department:	**Engineering & Compliance**	**FTE:**	**Full Time**
Reports to:	**Director of Engineering**	**Revised:**	**June 2024**

DEFINITION:
Under general supervision, assists with and performs a variety of professional, technical, administrative, field engineering and environmental compliance work related to the management, planning, design, construction, operation and maintenance of ReGen Monterey's existing assets, capital improvement projects and other infrastructure projects, reviews engineering plans and specifications, confers with project manager(s), coordinates with staff and external contractors, consultants, and agency representatives; The incumbent possesses and employs superior problem solving and management skills are applied to a diverse portfolio of technical matters and projects. The incumbent is directly responsible for technical, permitting, regulatory code compliance, engineering and construction related matters associated with ReGen's activities at solid waste disposal, recycling, processing, and transfer facilities, will communicate with senior management, and may direct and mentor junior staff.

DISTINGUISHING CHARACTERISTICS:
The Associate Engineer is a journey-level professional engineer classification. Incumbents in this class possess the applicable education, training and experience required for a professional engineer license. Incumbents are expected to perform any field or office assignment with minimal direction and supervision on a wide variety of capital improvement and compliance projects at ReGen's integrated solid waste management facility and its diversion/beneficial reuse, recycling, disposal, materials processing, and transfer services. The Associate Engineer supports the Senior Engineer in a variety of departmental duties and is a job class that differs from the Senior Engineer who has managerial-level responsibility for the department functions and projects. The Associate Engineer is distinguished from the Assistant Engineer by the performance of the full range of duties as assigned with only minimal instruction or assistance. Incumbents work independently and with responsible charge, seeking assistance only as new or unusual situations arise.

ESSENTIAL FUNCTIONS:
The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s) and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement to address business needs and changing business practices.

- Perform professional and technical engineering work relative to assigned area of responsibility such as planning, design, landfill development, compliance, maintenance operations of landfill gas monitoring and collection, leachate collection and extraction systems and groundwater monitoring wells and systems, capital improvements and traffic.
- Design and prepare plans and specifications and requests for proposals for projects related to material processing and disposal of wastes including landfill development and related operational programs, facilities, and operations; roads, storm drains, sewer and water lines, research project design requirements; perform calculations and prepare estimates of time and material costs.
- Develop and/or revise design and construction standards for ReGen structures, control equipment, processing systems, and appurtenant aspects.
- Investigate field problems affecting ReGen operations, surrounding property owners, contractors, and maintenance operations; resolve problems, define an appropriate investigation plan, or refer to senior management as appropriate.

- Administer design and construction contracts; coordinate and review the work of outside consultants and vendors; review and recommend payments and billing for contracted services related to assigned projects; negotiate prices and schedules, as necessary.
- Request and participate in the collection of survey and mapping data via both drone photogrammetry and conventional aerial, GPS and ground survey methods.
- Prepare estimates and feasibility reports for new or modified services and structures.
- Participate in the plan check, review, and processing of plans for ReGen development plans affecting waste processing and disposal, including streets, sewers, drains and related facilities; assure compliance with local, state and federal codes, ordinances, rules and regulations.
- Evaluate and implement ReGen's waste screening and acceptance criteria and policies.
- Prepare various regulatory permit compliance monitoring and reporting documents and reports.
- Prepare visual presentations and reports.
- Prepare special engineering studies and reports.
- Manage and oversee closure/post closure landfill responsibilities and regulatory agency permits.
- Maintain the integrity of the historical records.
- Provide good customer service to both internal and external customers, maintain positive and effective working relationships with other ReGen employees.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:
The incumbent provides direct supervision to the Regulatory Compliance Technician and Assistant Engineer.

MINIMUM QUALIFICATIONS AND RESPONSIBILITIES:

Knowledge of:
Working knowledge of engineering practices and procedures including planning, development, design, construction methods and techniques, strength and properties and uses of materials, hydrology and hydraulics, specification, and structural engineering; engineering mathematics and economics; laws and ordinances relating to design and construction standards; road structure design; testing procedures and equipment and materials inspection; surveying methods and construction. Some knowledge of the application of data processing to solve engineering problems; and the principles and practices of civil/mechanical/electrical engineering; engineering economics and life cycle cost principles; budget development and expenditure control; research and evaluation methodologies.

Ability to:
Plan and design complex construction projects/facilities; manage professional service consultants and contractors; review engineering plans and specifications prepared by others; operate AutoCAD Civil 3D engineering and drafting software; make inspections of all phases of engineering work in progress; enforce contract specification and requirements; make accurate estimates of cost of materials and construction time; prepare complex technical reports; collect and analyze data on a variety of technical, analytical, and administrative topics; perform with a minimum of supervision; direct ReGen permitting and operations compliance functions with regulatory agencies; enforce common safety practices and procedures; prepare and present clear, concise and comprehensive reports; establish and maintain effective working relationships with others; assign, schedule and review the work of subordinates on an assigned project; present technical material to a nontechnical audience; input, access and analyze data using a computer terminal; deal tactfully, courteously, and efficiently with the public and other staff; apply sound judgment in a variety of circumstances with or without specific instructions; and communicate clearly and effectively both orally and in writing.

TRAINING, EDUCATION, AND EXPERIENCE:
Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:

Three or more years of experience as a licensed Professional Engineer performing duties comparable to ReGen Monterey's Associate Engineer.

- Bachelor's degree in civil, mechanical, or electrical engineering
- Possession of a valid California Class C drivers' license
- Possession of a valid certificate of registration as a Professional Engineer (PE). The PE license must be issued by the California State Board of Registration of Professional Engineers or, if issued in another state, obtain the California registration within 9 months of employment start date.
- FAA's Smal UAS Rule (Part 107) Drone Pilot License obtained within 6 months of employment start date.

PHYSICAL AND SENSORY REQUIREMENTS:

The physical and mental demands described here are representative of those that must be met by employees 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
Frequent to constant stand and walk; sit for limited time; frequently bend and turn neck; constant manual/finger dexterity and hand/eye coordination; frequent to constant reaching forward and to side; constant pulling (ex: tickets off receipt machine); constant hearing and vision to normal range; constant verbal communication; frequently walk on sloped ground and uneven surfaces; occasionally lift and move objects weighing up to 25 lbs.

Mental Demands
While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve policy and operational issues; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform detailed work on multiple, concurrent tasks with constant interruptions; work under deadlines and interact with all levels of ReGen management and personnel, and the public.

Work Environment
Normally, work is performed in both indoor and outdoor environments; occasionally will be exposed to varying temperatures; regular exposure to exposure to dirt, dust, fumes, noise, garbage, foul odors; potential exposure to hazardous materials and chemicals, moderate exposure often works around fast-moving vehicles and equipment; constant contact with staff and the public.

Special Demands
Must be able to actively participate in public meetings including giving presentations in person and on camera before the Board of Directors and members of the public.

Job Description

ACKNOWLEDGEMENT

I verify that I have received a copy of the job description and I understand the requirements of this position.

Employee Name (Print)	**Date**
Employee Signature	