



# Job Description

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<b>Position:</b>	<b>Assistant Engineer</b>	<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Department:</b>	<b>Engineering &amp; Compliance</b>	<b>FTE:</b>	<b>Full Time</b>
<b>Reports to:</b>	<b>Senior Engineer</b>	<b>Revised:</b>	<b>August 2024</b>

**DEFINITION:**

Under general direction, performs highly technical or specialized functions to ensure compliance with environmental protection programs in solid waste management, landfill operations, ReGen Monterey’s approved Operations Plans, building codes, and standards of practice; coordinates, performs professional engineering work in connection with air, landfill gas, ground water, stormwater and wastewater sampling, waste acceptance program, monitoring and reporting compliance requirements; interacts with other departments, regulatory agencies and the public; perform other duties related to ensuring that ReGen Operations are in compliance with permits and regulatory requirements; and monitors environmental control systems performance.

**DISTINGUISHING CHARACTERISTICS:**

This is the first working level engineer position in the professional engineering series. Incumbents are under the direct supervision of the Associate Engineer or Senior Engineer and performs first level professional engineering field and office work. Candidate shall possess an Engineer-In-Training (EIT) certificate; shall pursue and obtain a California Professional Engineer (PE) license within 5 years; or may possess a recently obtained PE license.

**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.*

**MINIMUM QUALIFICATIONS AND RESPONSIBILITIES:**

- Provides technical support including engineering for the design, permitting, operation, and maintenance of the building facilities and landfill’s environmental control systems (e.g., storm water, leachate, underdrain water, groundwater, landfill gas, etc.) under supervision of Associate Engineer or Senior Engineer.
- Assists with the implementation of ReGen Monterey’s environmental protection programs and other related programs and projects in coordination with the Senior Engineer.
- Coordinates sampling, monitoring, and reporting programs related to various ReGen operations, such as landfill operations (air quality, landfill gas, groundwater, stormwater, leachate, and soils), and ensures compliance with all applicable federal, state, and local laws, regulations and permits either directly or through the management of consultants and service contracts.
- Prepares various written correspondence, reports, materials.
- Assists in the investigation of site information and conditions associated with maintenance or capital improvement projects; or of complaints associated with regulatory compliance issues.
- Assists with maintenance of environmental compliance records and project files.
- Supervises inspection of industrial waste users for compliance with federal, state, and local regulatory standards.
- Monitors and interprets conditions during storms and other hazardous situations and recommends appropriate actions.
- Conducts field tests and trains staff on proper sampling and inspection techniques.
- Performs inspections and documents field collected data and observations.



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- Performs various monitoring and sampling activities to ensure compliance with regulations.
- Reviews, analyzes, and interprets test results and coordinates with Senior Engineer and other ReGen Monterey staff to contribute to the development of recommendations for infrastructure improvements or correction of problems.
- Assists with review of draft environmental or project reports for internal and external audiences as required either directly or through the management of consultants and service contracts. Maintains EP data tracking systems and provides District related reporting information and statistics.
- Assists and supports team to administer customer special waste disposal approvals in accordance with ReGen Monterey's approved Waste Acceptance Program.
- Adhere to an assigned work schedule and meet District attendance standards.
- All District positions require the employee to provide good customer service to both internal and external customers, maintain positive and effective working relationships with other District employees, and have regular and reliable attendance and timeliness. Must always show cooperation and respect to fellow employees and supervisors.
- Perform other duties as assigned.

### **Knowledge of and Ability to:**

- Possess intermediate knowledge of MS Office, CAD, general computer acumen and ability to learn and utilize other job-related technical software.
- Civil engineering principles and practices as applied to the field of solid waste management, including the planning, development, design, maintenance, construction, and operation of solid waste management, landfill, and related public works facilities.
- Permitting requirements and processes for solid waste and landfill operations.
- Working knowledge of chemical and physical characteristics of organic and inorganic waste.
- Working knowledge of principles of chemistry, engineering, biology, geology, hydrology and water, air, and soil quality management.
- Working knowledge of research methodology and standard statistical procedures.
- Applicable County, State, and Federal laws, codes, and ordinances related to the design, construction, and operation of solid waste management and landfill facilities.
- Sound customer service practices and procedures. Working knowledge of Quality Assurance and Quality Control principles and practices.
- Safety laws, programs, and requirements related to District operations.
- Excellent verbal and written communication skills.
- California Environmental Quality Act (CEQA).

### **TRAINING, EDUCATION AND EXPERIENCE:**

- Bachelor's degree in civil or environmental engineering or related field.
- 1-2 years of civil engineering, environmental protection, and compliance related experience.

### **REQUIRED LICENSES AND CERTIFICATIONS:**

- Possession of a valid and current California Driver's License.
- Possession of Engineer in Training (EIT) certificate.



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## **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**

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment including keyboard; and reach with hands and arms. Employees are frequently required to walk and stand on uneven ground. Specific vision abilities required by this job include close vision and the ability to adjust focus. Lifting boxes such as recruitment files, applications or other forms weighing up to 25lbs.

### **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 District 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 to, and 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 staff, the Board of Directors, and members of the public.

## **ACKNOWLEDGEMENT**

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

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**Employee Name (Print)**

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**Date**

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**Employee Signature**