



IVGID Job Announcement

IVGID is currently accepting applications for a **Senior Engineer (Civil)**. This is a full time, year round, salaried (exempt) position with the Public Works/Engineering team.

Compensation: \$4,663 - \$5,595/bi-weekly salary, DOE/DOQ (\$121,235 - \$145,482 annual)

Benefits: Medical, Dental, Vision, Prescription insurance
Short-Term/Long-Term Disability insurance
Deferred Comp (457b) and Pension (401a) Retirement Plans
Section 125 Flexible Spending Plans
Vacation & Sick Leave
Eleven paid holidays
Recreation & Food Discount privileges

How to Apply: Create a profile, submit online application (attach resume) at www.yourtahoeplace.com/jobs
In-person drop-off application (with resume) to the Human Resources at 893 Southwood Blvd, Incline Village, NV 89451. Regular Hours: M-TH, 8am – 5pm or FRI, 8am – 4pm (PST).
jobs@yourtahoeplace.com 775-832-1100

Deadline to Apply: Open Until Filled
We are an Equal Opportunity Employer

Date Posted: 04/19/24

SUMMARY

Working under the direction of the Engineering Manager, directs, coordinates and exercises functional authority for planning, design, inspection, control, integration and completion of District-wide capital projects and operations programs for water and wastewater utility systems, recreation facility improvements, and environmental or erosion control projects, by performing the following duties personally or as project team leader. This is a senior level position.

ESSENTIAL DUTIES AND RESPONSIBILITIES, not necessarily in order of priority, include the following. Assigned job tasks/duties are not limited to the essential functions.

1. Provides excellent customer service to internal and external customers and business partners.
2. Plans engineering projects, manages and organizes project staff and consultants according to project requirements.
3. Prepares or directs preparation and modification of design, specifications, plans, permits, construction schedules, environmental impact studies, cost estimates and other reports for projects.
4. Evaluates and approves design changes, specifications, and drawing releases.
5. Works with other District departments and divisions to plan, budget, design, permit, and manage construction of building modifications and other facility improvements including procurement of consultants and preparation of sketches, working drawings, plans and specifications.
6. Inspects active or completed construction for compliance with District specifications and ordinances; maintains daily log of construction and inspection activities and prepares progress reports; ensures conformance to engineering plans, specifications, prepares change orders, and construction and safety standards.
7. Represents the District in a variety of construction projects including pipeline installations, pumping stations, treatment plant modifications, recreation facility improvements, etc., to ensure quality control and compliance with District standards and plan specifications; interprets blueprints and specifications and discusses construction procedures with contractors; operates surveying and drafting equipment as needed.

8. Represents the District at pre-bid conferences, pre-construction conferences, and construction progress meetings.
9. Prepares permit applications and files with appropriate regulatory agencies governing District construction projects (i.e., Washoe County Building Department, Tahoe Regional Planning Agency (TRPA), etc.); ensures all required permits are obtained prior to commencement of any construction.
10. Controls expenditures within limitations of project budgets. Reviews and approves invoices and construction payment applications.
11. Prepares interim and completion project reports.
12. Provides engineering support for District-wide operations and planning activities.
13. Manages the District's pavement assets by assessing pavement condition, maintaining condition database, and planning, budgeting, designing, and completing pavement maintenance and capital replacement projects.
14. Assists in preparation of the District's Capital Improvement Program including project descriptions, plans, justification and cost estimating.
15. Represents the District at industry, community and other government and/or regulatory agency meetings.
16. Makes presentations to the District's Board of Trustees on engineering-related agenda items.
17. Responds to inquiries from the public concerning construction projects.
18. Prepares grant applications to funding agencies for various projects.
19. Manages and maintains District archives for maps, plans, and construction as-built.
20. Maintains and upgrades District G.I.S. program, which includes all water, sewer, recreation and open space plans.
21. Follows and enforces safety procedures and guidelines.

SUPERVISORY RESPONSIBILITIES

Coordinates and oversees work activities of seasonal interns and other engineering staff.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (BA or BS in Civil Engineering) from four year A.B.E.T. accredited college or university, and five years related experience including project management and supervisory experience; or equivalent combination of education and experience. Knowledge of and/or experience with the Tahoe Basin regulatory process is desired.

COMPREHENSION/COMMUNICATION SKILLS

Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, contractors, regulatory agencies, or members of the community. Ability to write technical reports, speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to employees, management, public groups and the Board of Trustees.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as fundamentals of plane and solid geometry and trigonometry. Ability to apply engineering economics. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply principles of modern algebra and mathematical operations to engineering and management tasks. Understanding of financial documents such as balance sheet, profit and loss statements, etc.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License. Registration as Professional Engineer (P.E.) in State of Nevada, or ability to obtain such registration within one year from date of employment. It is the employee's responsibility to maintain all required certifications and licenses and to report any changes to the supervisor.

OTHER SKILLS OR ABILITIES

Excellent organizational, administrative and project management skills; ability to establish good working relationships; and ability to deal efficiently and courteously with the public. Excellent working knowledge of and skill in use of Microsoft Office including Excel and PowerPoint; hydraulic modeling, and other engineering-related software. Extensive knowledge of AutoCAD, ArcView and related G.I.S. and drafting programs. Knowledge of public bidding and purchasing requirements for the State of Nevada.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

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

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles and outside weather conditions. The employee is occasionally required to work in confined space and is occasionally exposed to moving mechanical parts; high, precarious places; toxic or caustic chemicals; risk of electrical shock; explosives and vibration. The noise level in the work environment is usually moderate.