TAHOE CITY
PUBLIC UTILITY DISTRICT

ASSOCIATE CIVIL ENGINEER

$104,104 — $135,324
ANNUAL BASE SALARY

Superb Quality of Life
Exceptional Community
Supportive Staff
World renowned for its pristine environment and outstanding recreation, the Tahoe Basin is a wonderful place to live, work and play! At an altitude of 6,200 feet, Tahoe offers clean air and water, and an outstanding quality of life. Superb recreation lies just outside your door with internationally recognized downhill and cross-country ski areas, water sports of all types, golf, hiking, and biking opportunities for every ability.

Few mountain environments lie in such close proximity to the opportunities and services of major metropolitan areas. Lake Tahoe is approximately 200 miles northeast of the San Francisco Bay Area, 100 miles northeast of Sacramento, and 45 miles southwest of Reno, Nevada.

TCPUD VISION & MISSION

Our Vision: Building a healthy mountain community through our passion for public service.

Our Mission: To serve the people in our community, as well as the environment. It is our responsibility to provide safe and reliable water service, sewer service for the protection of public health, and parks and recreation services to enhance quality of life.

TCPUD current Strategic Initiatives are:
- Ensure safe and sustainable water and sewer services for all TCPUD taxpayers
- Provide sustainable, customer responsive recreation and leisure opportunities
- Maintain a high performing team of professional staff
- Protect and improve TCPUD infrastructure
- Ensure the TCPUD’s long-term financial sustainability
- Maintain proactive leadership with community and agency partners

TCPUD PRIORITIES

Exceptional management and fiscally sound practices have kept the TCPUD in a solid financial position to continue pursuing community objectives. Current priorities include:
- Providing state of the art water and sewer infrastructure
- Expanding public park facilities and recreation programs to enhance the quality of life in our community
- Improvement and maintenance of the largest bicycle trail network in the region
- Public education for water conservation and environmental stewardship
TCPUD CORE VALUES

TCPUD’s workplace culture is rooted in our Core Values of:

- **Service** – We extend our passion for service to all we encounter, and consider the following as our “customers”; rate payers, fellow team members, contractors, Board of Directors, agencies, taxpayers, visitors, and the entire community we serve.

- **Professionalism** – We are a team of professionals that take pride in always doing what is right. We value our role as financial stewards and are dedicated to serving our community in the most efficient, effective, and safe manner.

- **Teamwork** – We put team success first and work to promote cooperation and commitment within the TCPUD to fulfill our mission and serve our community. We believe that together we achieve more.

- **Initiative** – We are committed to the pursuit of excellence and believe that innovation, learning, and growth are critical to that pursuit. We all act like owners and take personal responsibility for the TCPUD’s success.

- **Communication** – We value relationships in all areas and believe that communication is fundamental to the success of our team, our “customers”, and our community.

THE POSITION

The Associate Civil Engineer is the journey level professional classification in the Civil Engineer series. This is a responsible position with emphasis on professional expertise, critical thinking and independent judgment and decision-making. The Associate Civil Engineer acts as an associate-level project manager administering assigned District capital and non-capital projects; and acts as an associate-level civil engineer supporting the Engineering, Utilities, and Parks and Recreation Departments.

IDEAL CANDIDATE

The Ideal Candidate will:

- Be an excellent communicator
- Enjoy working with others and share the TCPUD’s commitment to public service and community
- Deftly handle multiple projects
- Be flexible, patient and collaborative
- Hold themselves to the highest standards of personal and professional responsibility

KNOWLEDGE OF

- Engineering principles and practices as applied to utilities, parks, facilities and other public works.
- Project management principles and practices related to the planning, design and construction of public works.
- Construction contract management and administration principles and practices for public works projects.
- Methods, materials and techniques used in the construction, inspection and construction management of public works projects.
- Federal, State and local laws and codes and regulations pertaining to the design and construction of public works, to include public contracting code, labor compliance, CEQA/NEPA compliance, environmental regulations, construction safety, etc.

ABILITY TO

- Read, comprehend, interpret and explain plans, specifications, reports, calculations, schedules, permits, environmental documents, agreements, easements, ordinances, policies, procedures and any other document within the expertise of the incumbent.
- Utilize engineering software (CAD, GIS, scheduling, estimating) at a proficient level with the ability to become advanced in any given software.
- Explain projects, regulations and procedures to District Board and staff, consultants, contractors, developers, the general public or representatives of other public agencies.

EDUCATION/CERTIFICATION

A typical way to obtain the knowledge and abilities is:

- Graduation from an ABET-accredited engineering program at a college or university with a Bachelor of Science degree in Civil Engineering or related engineering curriculum.
- Three (3) years of progressively responsible civil engineering experience, preferably related to water, wastewater, parks and recreation, or other appropriate public works.
COMPENSATION AND BENEFITS

Tahoe City Public Utility District is proud to offer a competitive salary and benefit package, including:

- **Retirement:** CalPERS 2.0% @ 62 PEPRA formula or 2.7% @ 55 Classic formula. Five year vesting required.
- **Deferred Compensation:** Voluntary 457 program available with the TCPUD depositing an amount equal to 2.0% of regular pay.
- **Health Insurance:** Health, dental, and vision insurance is provided for employee and dependents with premiums paid by the TCPUD. Insurance deferral available for comparable outside insurance.
- **Flexible Spending Account:** TCPUD-funded cafeteria plan based on number of dependents with ability to add pre-tax employee deductions for reimbursement of Heath Care and/or Dependent Daycare expenses.
- **General Leave:** Accrual at the rate of 20 days per year with increase based on years of service. Cap is 360 hours.
- **Holidays:** 12 paid holidays annually.
- **Sick Leave:** Accrual at the rate of eight days per year with decrease based on years of service.
- **Family Critical Injury, Illness and Death Leave:** Pays up to five days per calendar year.
- **Military Leave:** In compliance with Military and Veteran’s Code, Section 395 et. seq.
- **Group Term Life Insurance:** Paid by TCPUD. Voluntary supplemental life insurance offered at employee’s expense.
- **Long- and short-term Disability Insurance.**
- **Employee Assistance Program (EAP):** For the employee and dependents.
- **Safe Work Program:** Eligible employees receive eight hours general leave for each six-month period with no reportable injuries or at fault vehicle accidents. In addition, a $2,000.00 safety pool is distributed at year end for employees with no reportable injuries or at fault vehicle accidents in a 12-month period.
- **Longevity Awards:** Based on years of service.
- **Longevity Pay:** Salary increase at the completion of 15 years of cumulative service with the TCPUD.
- **Post-Retirement Medical Benefits:** Based on hire date and years of service.

SELECTION PROCESS

To be considered for this exciting opportunity, please submit a resume and job application by:

**Friday, July 10, 2020**

The Application Form can be found on our website at [www.tcpud.org](http://www.tcpud.org) or by calling 530-580-6043.

Following the closing date, resumes and applications will be screened relative to the criteria outlined in this brochure and job description. Candidates with the most relevant experience and qualifications will be invited to second round questionnaire, interview and/or technical testing.

For more information contact Michelle Martland, Human Resources Administrator, (530) 580-6043 or mmartland@tcpud.org.

TCPUD is an EOE. TCPUD is a drug-free workplace.