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## JOB ANNOUNCEMENT

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### **Associate Engineer (Full-Time, Year-Round, Exempt)**

#### **Description**

The Incline Village General Improvement District is accepting applications for an **Associate Engineer**. Under the direction of the Engineering Manager, supports and coordinates engineering project planning, design, and inspection on District-wide capital and operations projects for water and wastewater utility systems, recreation facility improvements, and environmental or erosion control projects. This is an intermediate level position.

#### **Position Responsibilities** *(this list is not all inclusive of job duties and responsibilities).*

Provides excellent customer service to internal and external customers and business partners. Performs and supports engineering work including project planning, design, preparation of plans and specifications, construction inspection and coordination with other agencies, District departments, contractors, consultants, architects, businesses and public. Administers water and wastewater utility system and recreation facility improvements and/or modifications, erosion control and site improvement projects, and other operations or capital improvement projects. Solicits construction proposals in accordance with *NRS 338.13862 - Requirements for awarding contract for smaller public works to contractor*. Works with other District departments and divisions to design building modifications and other recreation facility improvements including preparation of sketches, working drawings, cost estimates, plans and specifications. Inspects active or completed construction for compliance with District specifications/ordinances; maintains daily log of construction and inspection activities and prepares progress reports as necessary. Represents the District at pre-bid conferences, pre-construction conferences, and construction progress meetings. Prepares permit applications and files with appropriate regulatory agencies governing District construction projects (i.e., Washoe County Building Department, Tahoe Regional Planning Agency (TRPA), NDOT, etc.); ensures all required permits are obtained prior to commencement of construction. Coordinates with utility providers for gas, electric, telephone and other services associated with projects. Controls expenditures within limitations of project budgets. Reviews and approves invoices and construction payment applications. 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 equipment as needed. Conducts and/or coordinates studies related to water distribution, water and wastewater treatment plants, environmental impact studies, etc. Responds to inquiries from the public concerning construction projects. May assist with project planning and coordination for the District's greenbelt property (i.e. tree removal, roads and culverts, prescribed burning, and vegetation management). Participates in preparation of the District's Capital Improvement Program including project descriptions, plans, justification and cost estimating. May represent the District at industry, community and other government and/or regulatory agency meetings. May assist in the preparation of grant applications to funding agencies and bid documents for various projects. Follows and enforces safety procedures and guidelines. Manages and maintains District archives for maps, plans, and construction as-built. Coordinates and oversees work of seasonal interns and other engineering staff.

#### **Qualifications**

##### **Education and/or Experience**

Bachelor's Degree (BA or BS) Civil or Environmental Engineering from four year ABET accredited college or university, and three years related engineering experience; and/or passed the Fundamentals of Engineering (FE) Exam or pass within one year; or equivalent combination of education/experience.

##### **Other Skills or Abilities**

Good organizational, analytical, problem-solving and administrative skills. Establish good working relationships; and deal efficiently and courteously with the public. Working knowledge and skill using Microsoft Office (Word, Excel, PowerPoint); project scheduling using Gantt chart or Critical Path Method (CPM), and other engineering-related software. Knowledge of Nevada public bidding and purchasing requirements. Knowledge of hydraulic modeling, AutoCAD, ArcView, and related G.I.S. and drafting programs is highly desired.

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Valid Driver's License. Registration as an Engineering Intern (E.I.) in the State of Nevada, or obtain within one year. Registration as Professional Engineer (P.E.) in Nevada is preferred. Working knowledge of engineering economics. Read and interpret documents (i.e. professional journals and technical procedures, construction plans/specifications, or governmental regulations. Effectively communicate and respond to questions (in-person/written) with employees, clients, customers and the public.

**Compensation**

Annual Salary\* \$59,038 – \$82,654 depending on experience. This position receives a fantastic benefit package including: medical, dental, vision, short and long term disability, Pension Plan, 457 Deferred Comp Plan, Section 125 Flex Plan, vacation and sick leave, holiday pay, food discounts and recreation privileges at District facilities.

**Application Filing Date**

Applicants should submit an IVGID application to the Human Resources Department at 893 Southwood Boulevard, Incline Village, NV 89451, or go online to [www.yourtahoepace.com/jobs](http://www.yourtahoepace.com/jobs), to create a profile and submit an application. This position is OPEN UNTIL FILLED.

*\*rate listed above includes minimum to maximum of range.*

02/10/22 Posted EOE

*Job Description available from HR*

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