



San Juan Water District
9935 Auburn-Folsom Road
Granite Bay, California 95746
(916) 791-0115
www.sjwd.org

Engineering Operations Specialist

Position Description

Status: FLSA Non-Exempt, Safety Sensitive
Supervisor: Engineering Manager
Effective Date: July 8, 2026

Supervision Received and Exercised

Reports to and receives direction from the Engineering Manager. Coordinates assignments with engineering staff, construction inspectors, operations personnel, consultants, contractors, developers, vendors, and regulatory agencies. Provides technical support and coordination for engineering, construction, capital improvement projects, operational activities, and District infrastructure programs.

Primary Function

Performs advanced technical, operational, project coordination, and construction administration work in support of the District's Capital Improvement Program (CIP), development projects, utility infrastructure improvements, and engineering operations. Serves as a liaison between Engineering, Operations, Construction, Developers, Contractors, Consultants, and Regulatory Agencies. Assists with project planning, design review, construction administration, contractor oversight, inspection activities, operational coordination, and project closeout. The position supports delivery of water distribution, water treatment, and facility improvement projects while ensuring compliance with District standards, operational requirements, regulatory obligations, and construction contract requirements.

Essential Duties - Duties may include, but are not limited to, the following:

Engineering and Project Management Support

- Assist with planning, coordination, implementation, and delivery of Capital Improvement Program (CIP) projects.
- Participate in project development activities including scoping, budgeting, scheduling, design review, and project implementation.
- Review engineering plans, specifications, calculations, and technical documents for constructability, operational impacts, and compliance with District standards.
- Review utility plans, grading plans, improvement plans, development plans, and record drawings.
- Coordinate engineering activities with District staff, developers, contractors, consulting engineers, utility agencies, and regulatory authorities.
- Assist in the preparation of technical specifications, engineer's estimates, budget information, staff reports, board agenda materials, and project documentation.
- Develop and maintain project schedules, milestone tracking, risk logs, and budget monitoring tools.

- Document project activities and maintain records utilizing Cityworks and other project management systems.
- Monitor project progress and identify schedule, budget, operational, or construction concerns requiring management attention.

Construction Administration

- Review contractor submittals, shop drawings, requests for information (RFIs), material certifications, testing reports, change order requests, and contractor payment applications.
- Provide recommendations regarding construction administration documents subject to Engineering Manager approval.
- Participate in bid preparation activities, pre-bid meetings, bid openings, contractor evaluations, and contract award recommendations.
- Assist with change order evaluation, cost analysis, contractor negotiations, and contract administration activities.
- Coordinate project closeout activities including punch lists, warranties, testing documentation, operation manuals, record drawings, and notices of completion.
- Monitor contractor compliance with contract documents, schedules, permits, and District standards.

Construction Inspection and Field Coordination

- Conduct field inspections of construction projects involving water distribution systems, treatment facilities, pumping facilities, tanks, buildings, and other District infrastructure.
- Coordinate and oversee third-party inspection and testing services.
- Open/close water distribution valves and perform field flushing activities in support of construction projects.
- Verify construction compliance with approved plans, specifications, permits, codes, regulations, and District standards.
- Monitor contractor workmanship, progress, quality control, safety practices, and construction sequencing.
- Document inspection findings, deficiencies, corrective actions, and project status reports.
- Participate in pre-construction meetings, progress meetings, field reviews, and project coordination meetings.
- Coordinate materials testing and quality assurance requirements.
- Conduct periodic project safety reviews and observe compliance with applicable CAL/OSHA requirements.

Operations Coordination

- Coordinate construction activities with District Operations staff to minimize impacts on customers and water system reliability.
- Plan and coordinate water system shutdowns, tie-ins, service transfers, startup activities, pressure testing, disinfection, commissioning, and facility startup activities.
- Evaluate operational impacts associated with construction projects and develop mitigation strategies.
- Support Operations personnel with service activations, system investigations, and project-related operational requirements.
- Coordinate permitting activities and project requirements with local jurisdictions and regulatory agencies.
- Assist in emergency response coordination as related to construction, infrastructure failures, or operational issues.

Compliance and Process Improvement

- Ensure compliance with District policies, standards, permits, environmental requirements, and applicable State and Federal regulations.
- Maintain working knowledge of ANSI, AWWA, SWRCB, CAL/OSHA, and other applicable industry standards.
- Assist with development and maintenance of standards, procedures, specifications, and operational documentation.
- Analyze project and operational performance metrics and recommend process improvements.
- Prepare reports, presentations, dashboards, technical memoranda, and project documentation.
- Promote safe work practices and adherence to District safety programs.
- Establish and maintain positive working relationships with co-workers, contractors, consultants, developers, regulatory agencies, and the public using principles of effective customer service.
- Perform related duties as assigned.

Minimum Qualifications

Knowledge of:

- Principles and practices of water utility construction, operations, maintenance, and project delivery.
- Construction management, construction inspection, materials testing, and quality assurance procedures.
- Water distribution systems, water treatment facilities, pumping systems, tanks, and related utility infrastructure.
- Engineering plans, specifications, construction drawings, shop drawings, and record drawings.
- Public works contracting, bidding procedures, and construction administration practices.
- Project scheduling, cost estimating, budgeting, and project controls.
- Local, State, and Federal regulations applicable to water utility projects.
- CAL/OSHA construction safety requirements and safe work practices.
- District policies, procedures, standards, and specifications.
- Microsoft Office Suite, GIS applications, Cityworks, and other project management software.
- Principles and practices of customer service.

Ability to:

- Read, interpret, and review engineering plans, specifications, shop drawings, reports, and contract documents.
- Review contractor submittals, RFIs, change orders, testing documentation, and payment applications.
- Conduct construction inspections and evaluate project compliance with plans and specifications.
- Coordinate multiple projects and priorities simultaneously.
- Prepare technical reports, schedules, budgets, presentations, and project documentation.
- Analyze technical information and make sound recommendations.
- Exercise independent judgment and discretion in project coordination activities.
- Apply District, State, and Federal policies, procedures, regulations, and standards.
- Utilize computer software and technology applicable to engineering and construction administration.
- Communicate effectively orally and in writing.

- Establish and maintain effective working relationships with those contacted during the course of work.
- Work effectively in both office and field environments.

Experience and Education:

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

Education

- Associate's degree or higher from an accredited college or university with coursework in Engineering Technology, Construction Management, Water Technology, Public Works Administration, Business Administration, or a related field.

Experience

- Minimum of five (5) years of increasingly responsible experience in water utility operations, utility construction, public works, engineering support, construction management, inspection, project coordination, or a closely related field.
- Experience supporting or managing water, treatment, facility, or utility infrastructure projects is highly desirable.

License and Certificate Requirements:

Possession of, or ability to obtain and maintain, a valid California Driver License with a satisfactory driving record.

Required certifications:

- California Water Distribution Operator Grade D4 Certificate.

Physical Capabilities:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform functions.

<i>Physical Requirements</i>	<i>Rarely (0-12%)</i>	<i>Occasionally (12-33%)</i>	<i>Frequently (34-66%)</i>	<i>Regularly (67-100%)</i>
Seeing				✓
Hearing				✓
Standing/Walking			✓	
Climbing/Stooping/Kneeling		✓		
Lifting/Pulling/Pushing			✓	
Approximate Maximum Weight to Lift			60 Pounds	
Fingering/Grasping/Feeling				✓
Describe Working Conditions	30 Percent Indoors, 70 Percent Outdoors in Inclement Weather			