

Tahoe City Public Utility District

ASSOCIATE OR SENIOR CIVIL ENGINEER

Mission

The mission of the Tahoe City Public Utility District is to serve people, our community, and its 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. It is our commitment to accomplish these and other tasks within the scope of the Public Utility District Act, as amended, in a sound fiscal manner.

Vision

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



An Outstanding Career Opportunity

TCPUD is seeking an experienced and dedicated engineering professional to join our team as an Associate or Senior Civil Engineer, depending upon qualifications and experience. This role offers an exciting opportunity to make a lasting impact on the Tahoe City area for years to come. This position is available as our District recently promoted our current Engineering Manager from Senior Civil Engineer. The Associate or Senior Civil Engineer will be involved in designing, maintaining, and improving the critical infrastructure that makes the Tahoe City area such a unique place to live, visit, and recreate.

TAHOE CITY PUBLIC UTILITY DISTRICT

TCPUD is a special district located on the North Shore of Lake Tahoe in Tahoe City, California, and approximately 45 miles southwest of Reno, Nevada. TCPUD's service area encompasses 31 square miles and lies within both Placer and El Dorado Counties, extending from Emerald Bay to Dollar Hill and along the Truckee River to the Nevada County line. TCPUD provides safe and reliable water supply to 5,740 customers, sewer service to 7,725 customers, and manages numerous parks, beaches, facilities, and recreation programs for residents and an extensive visitor population.

TCPUD GOVERNANCE & SERVICES

A five-member Board of Directors, elected for four-year terms, governs the TCPUD. The Board of Directors elects a Board President and Vice President from among the five members to serve a one-year term. Meetings are publicly noticed, and the public is encouraged to attend.

The board-appointed General Manager oversees the day-to-day operations in accordance with the policies and procedures established by the Board. Operations are supported by 64 full-time employees and up to 70 seasonal employees in four departments: Utilities, Parks & Recreation, Engineering, and Governance and Administrative Services. The TCPUD's 2025 Annual Operating Budget is \$22.4 million, and Capital Budgets are an additional \$31.6 million.

In addition to providing safe and reliable drinking water and wastewater collections, numerous facilities are operated and maintained by TCPUD to enrich the lives of residents and visitors throughout the year including beaches, parks, ball fields, a boat ramp, a campground, and a popular multi-use bike trail. Additionally, TCPUD operates the Tahoe City Golf Course and the Tahoe City Winter Sports Park and offers a wide range of recreational activities and programs.

TCPUD works closely with neighboring special districts, planning and regulatory agencies, and non-profit organizations around the Tahoe Basin, and we are honored to have earned an exceptional reputation for environmental protection, effective project implementation, strong maintenance practices, and responsive service to residents and visitors.

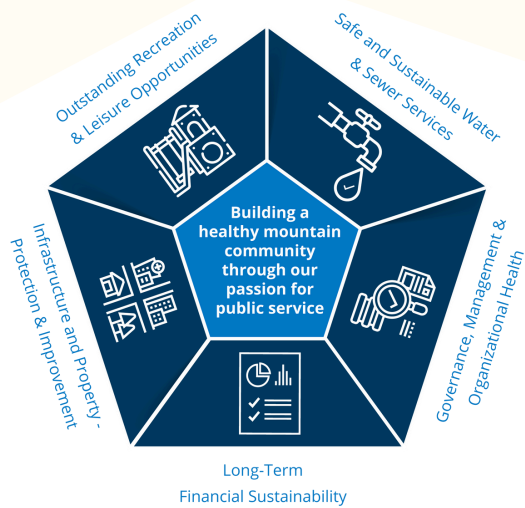
HISTORY OF TCPUD

Established under the State of California's Public Utility District Act, TCPUD was founded in 1938. It is the oldest local government agency in the Tahoe Basin.

The founders created TCPUD to provide public water service to the local community. Today, water service is provided in multiple separate systems and serves approximately three-quarters of the homes and businesses in TCPUD's service area.

TCPUD became involved in parks and recreation services in 1947 as a result of public interest in improving the maintenance and public access for Commons Beach. In 1952 the Tahoe City sewer system was built and has been operated by TCPUD ever since. In the early 1960s and at the community's request, TCPUD began to offer parks and recreation programs.

DISTRICT 2022 - 2026 STRATEGIC FOCUS AREAS



THE POSITION

Associate or Senior Civil Engineer

This is a professional position within TCPUD's Engineering Department. Under administrative direction from the Engineering Manager, the Associate or Senior Civil Engineer will administer assigned District capital and non-capital projects, supporting the Engineering, Utilities, and Parks and Recreation Departments.

Depending upon qualifications and experience, this position will be filled as either an Associate or Senior Civil Engineer. Examples of the essential functions to be performed by each position are listed, however for a complete list of duties and qualifications, please refer to the job descriptions accompanying this brochure.

Essential Functions of Associate Civil Engineer

- Manage various phases of assigned District capital and non-capital project implementation, to include planning, permitting, environmental processing, design, bidding, contracting, construction and close-out.
- Supervise and manage the work of contracted consultants and/or assigned District staff, to include engineers, planners, technicians, inspectors, assistants and administrators.

- Assure compliance with all grant and permit conditions, environmental regulations, and other Federal, State, and local laws in the implementation of District projects.
- Act as representative and liaison to regulatory agencies, public agencies, property owners and operating departments related to District capital and non-capital projects and activities of the Engineering Department.
- Prepare plans, specifications, reports, studies, calculations, estimates, budgets, schedules, permits, and environmental documents.
- Review and provide comment on documents provided by others, to include plans, specifications, reports, studies, calculations, estimates, budgets, schedules, permits, environmental documents, agreements, easements, ordinances, policies, and procedures.

Essential Functions of Senior Civil Engineer

- All functions listed under the Associate Civil Engineer position.
- Provide engineering assistance, calculations and project management to the Utilities and Parks and Recreation Departments with regard to development of construction plans and specifications.

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, to include public contracting code, labor compliance, CEQA/NEPA compliance, environmental regulations, construction safety, etc.

THE IDEAL CANDIDATE

The Associate Civil Engineer role is ideal for a candidate comfortable working on small to mid-sized projects and who is proficient in engineering design with a strong foundation in project planning and technical report writing.

The Senior Civil Engineer role is designed for a candidate with advanced technical and leadership abilities, and has a proven record of leading projects from concept to completion.

EDUCATION & EXPERIENCE: Associate Civil Engineer

Education

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.

Experience

Three (3) years of progressively responsible experience in civil engineering, preferably related to water, wastewater, or other appropriate public works.

EDUCATION & EXPERIENCE: Senior Civil Engineer

Education

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.



Experience

Five (5) years of progressively responsible management experience in civil engineering, preferably related to water or wastewater.

Compensation & Benefits

TCPUD offers a competitive salary and benefits package.

The annual salary range for Associate Civil Engineer is \$126,401 - \$164,340, depending on qualifications.

The annual salary range for Senior Civil Engineer is \$139,630 - \$181,521, depending on qualifications.

Application and Selection Process

Interested and qualified individuals are encouraged to review the job description for each position at www.tcpud.org/associate-or-senior-civil-engineer

To apply, please submit a cover letter and resume to cdelone@tcpud.org.

This position is open until filled. Resumes and applications will be screened relative to the criteria outlined in this brochure and job descriptions. Candidates with the most relevant experience and qualifications will be invited to a second-round screening that may include a questionnaire, panel interview, and/or technical testing.

The first review of applications will be Friday, April 4, 2025.

For more information, visit www.tcpud.org/associate-or-senior-civil-engineer or contact Caty DeLone, Human Resources Manager cdelone@tcpud.org.