*Rural Community Assistance Corporation*

**Job Description**

**RDS Engineer (*Engineering Contracts Specialist)***

**Classification:** *Grade 12* **Department:** *Community &**Environmental Services*

**Status:** *Exempt* **Supervisor:** *Contract Manager II*

**Organization**

Founded in 1978, RCAC is a 501(c)(3) nonprofit that provides training, technical and financial resources, and advocacy so low-income rural and Indigenous communities can achieve their goals and visions. For more than 40 years, our dedicated staff and active board, motivated by our core values: leadership, collaboration, commitment, quality, and integrity, have helped effect positive change in rural communities across the West.

**Community and Environment Department**

RCAC’s comprehensive community and environmental services support rural and Indigenous communities to create a vision, set goals and implement an action plan for community development projects. We work with rural water, wastewater, and solid waste systems to make them sustainable. We also work with small systems’ boards of directors and staff to make sure they comply with state and federal regulations and understand system finances and operations. Outcomes of RCAC’s work include system regulatory compliance; access to resources for capital improvement projects; and board and staff capacity building in technical, financial and managerial best practices.

**Position Description**

The Engineering Contracts Specialist (RDS Engineer) works with Rural Development Specialists and Regional Contract Managers to assist RCAC to procure engineering services on behalf of the water and wastewater systems we serve. The RDS Engineer will review proposed scopes of work and budgets for reasonableness and recommend consultants for projects based on scoring criteria. The RDS Engineer will also assist RCAC’s Finance Department finalize task order scopes of work on engineering subcontracts. Upon completion of tasks by subcontractors, the RDS Engineer will provide quality control and assurance review of engineering deliverables (including but not limited to design drawings and specifications). The RDS Engineer may also provide technical assistance and/or training to small rural and tribal water and wastewater systems so they can operate sustainably.

**Specific job goals, objectives and tasks are established for each employee as part of the annual evaluation process.** **Duties and responsibilities include but are not limited to:**

* Assess local partners’ needs
* Provide technical expertise and guidance in procuring engineering and related services
* Ensure subcontractors perform high quality work for our communities
* Track, review, and approve subcontractor invoices
* Assist with past due or denied subcontractor invoices
* Recommend and implement solutions
* Build technical capacity of our community partners and other RCAC staff
* Develop, prepare, and deliver group and one-on-one trainings
* Provide excellent customer service
* Prepare activity and outcome reports as required
* Perform other duties as assigned

**Skills and Qualifications**

* Ability to manage technical aspects of field work related to water and/or wastewater
* Familiarity with public sector procurement processes
* Familiarity with Davis Bacon and California Prevailing Wage requirements
* Familiarity with rural and Indigenous community culture and social norms
* Ability to review and provide comments on engineering plans and other technical submittals provided by engineering firms
* Ability to troubleshoot, innovate and problem-solve
* Proficiency with personal computers including Microsoft Office
* Ability to complete administrative and reporting requirements on time
* Ability to listen effectively and communicate, verbally and in writing
* Ability to work independently and in team environments, and to effectively prioritize multiple tasks

**Physical Job Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable persons with disabilities to perform the essential functions.

Work performed in an office requires the ability to operate computers and various pieces of office equipment, including the telephone. Use may be moderate (average 2 hours per day) to heavy (4 or more hours per day)

While performing the duties of this position, the employee is frequently required to stand and/or sit for prolonged periods of time; walk; talk; hear; use hand to finger; handle; feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee may occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

This position also requires moderate (up to two days per month) to heavy (up to 10 days per month) automobile and airline travel, including overnight travel.

**Preferred Education and Experience:**

A combination of experience and education is required to qualify for the position. A typical qualifying combination would be:

Experience:

Three to five years of applicable experience in civil engineering or other closely related field (if a higher level of related education is possessed than is required, this education may be substituted for the experience requirement up to a maximum of one year). Experience with State Water Resources Control Board funded projects preferred. Professional Engineer license (California preferred, but other states accepted).

Education:

Bachelor’s degree in Engineering or equivalent

**Special Requirements:**

Complete course work and pass associated test(s) for 11 core competency courses and achieve internal trainer certification within two years of the date of hire, as required by RCAC’s environmental staff competencies program

Possession of a valid driver’s license and proof of insurance that meets the minimum requirements ($100,000/$300,000) of RCAC corporate liability policy will be required when traveling for business purposes.

*RCAC is an equal opportunity employer and considers all employees and job applicants without regard to race, religion, color, gender, sex, age, national origin, disability, veteran status, sexual orientation, gender identity or marital status, or any other status protected by law. RCAC strives to reflect the diverse constituencies that the organization serves.*