



## IVGID Job Announcement

IVGID is currently accepting applications for an **Engineer in Training (EIT)** hourly (non-exempt) /**Associate Engineer** salaried (exempt) full-time, year-round, position with the Public Works team. *One position to be filled at the level of EIT or Associate Engineer depending on experience and certifications.*

**Compensation:** \$39.75-\$55.64/hour DOE/DOQ **Engineer in Training (EIT)**  
\$4,058 - \$5,681 bi-weekly salary/\$105,498-\$147,701 annual DOE/DOQ **Associate Engineer**  
(*listed min. – max. of range*)

**Benefits:** Medical, Dental, Vision, Prescription insurance  
Short-Term/Long-Term Disability insurance  
Deferred Comp (457b) and Pension (401a) Retirement Plans  
Section 125 Flexible Spending Plans  
Vacation & Sick Leave  
Twelve paid holidays  
Recreation & Food Discount privileges

**How to Apply:** Create a profile, submit online application (with resume) at [www.yourtahoepace.com/jobs](http://www.yourtahoepace.com/jobs)  
In-person drop-off application (with resume) to Human Resources at 893 Southwood Blvd, Incline Village, NV 89451. Regular Hours: M-TH, 8am – 5pm or FRI, 8am – 4pm (PST).  
[jobs@ivgid.org](mailto:jobs@ivgid.org) 775-832-1100

**Deadline to Apply:** OPEN UNTIL FILLED  
*We are an Equal Opportunity Employer*

**Date Posted:** 03/26/26

### SUMMARY

Under the direction of the Engineering Manager, assists in District-wide engineering and construction projects for water and wastewater utility systems, recreation facility improvements, and environmental or erosion control projects, by performing the following duties. This is a trainee level position.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**, not necessarily in order of priority, include the following. Assigned job tasks/duties are not limited to the essential functions.

1. Provides excellent customer service to internal and external customers and business partners.
2. Assists in 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 the general public.
3. Collects outdoor field data, independently or under supervision.
4. Supports the design of basic projects including: Producing drawings of recreation and utility improvements such as playing fields, parking lots, potable water distribution, wastewater and stormwater collection systems based on design sketches and/or field notes using computer-aided drafting and design (CADD) software and equipment; surveying construction sites to collect data required for project design; preparing project specifications, including front-end documents and technical specifications; and writing basic reports as well as performing spreadsheet data analysis

5. Assists with the preparation, submittal, and tracking of project applications to regulatory agencies, including the Tahoe Regional Planning Agency, Washoe County Health Department, Washoe County Public Works Department, Washoe County Building Department and Nevada Department of Transportation.
6. Assists with updating the District's geographic information system (GIS), maps, and drawing files by incorporating notes and sketches from utility crews, as well as revised water and wastewater maps.
7. Collects and submits water samples to the lab for analysis to ensure District's compliance with regulatory agency requirements.
8. Prepares plans, graphics, and other drawings to support District-wide projects.
9. Maintains and organizes Engineering Division plan files, including record drawings, and archives older documents.
10. Adheres to and enforces all safety procedures and guidelines.
11. Performs other duties or special projects assigned.

### **SUPERVISORY RESPONSIBILITIES**

This job has no direct supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

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

### **COMPREHENSION/COMMUNICATION SKILLS**

Ability to read and interpret simple plans and construction details and documents such as construction specifications, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write basic reports and correspondence. Ability to effectively present information and respond to questions from employees, managers, clients, customers, and the general public

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as algebra and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Driver's License and registration as an Engineering Intern (E.I.) in the State of Nevada, or ability to obtain such registration within one year from date of employment. It is the employee's responsibility to maintain all required certifications and licenses and to report any changes to the supervisor.

## **OTHER SKILLS OR ABILITIES**

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

## **PHYSICAL DEMANDS**

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle or feel, and talk or hear. The employee frequently is required to stand; walk; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, and outside weather conditions. The employee is occasionally exposed to moving mechanical parts, high, precarious places; toxic or caustic chemicals; risk of electrical shock; explosives; and vibration. The noise level in the work environment is usually moderate.

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## **ASSOCIATE ENGINEER – SUMMARY**

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, by performing the following duties. This is an intermediate level position.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**, not necessarily in order of priority, include the following. Assigned job tasks/duties are not limited to the essential functions.

1. Provides excellent customer service to internal and external customers and business partners.
2. 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 the general public.
3. Administers water and wastewater utility systems and recreation facility improvements and/or modifications, erosion control and site improvement projects, and other operations or capital improvement projects as assigned. Solicits construction proposals in accordance with *NRS 338.13862 - Requirements for awarding contracts for smaller public work to contractors*.
4. 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.
5. Inspects active or completed construction for compliance with District specifications and ordinances; maintains daily log of construction and inspection activities and prepares progress reports as necessary.

6. Represents the District at pre-bid conferences, pre-construction conferences, and construction progress meetings.
7. 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 any construction. Coordinates with utility providers for gas, electricity, telephone and other services associated with projects.
8. Controls expenditures within limitations of project budgets. Reviews and approves invoices and construction payment applications.
9. 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.
10. Conducts and/or coordinates studies related to water distribution, water and wastewater treatment plants, environmental impact studies, etc.
11. Responds to inquiries from the public concerning construction projects.
12. May assist with project planning and coordination for the District's greenbelt property including tree removal, roads and culverts, prescribed burning, and vegetation management.
13. Participates in preparation of the District's Capital Improvement Program including project descriptions, plans, justification and cost estimating.
14. May represent the District at industry, community and other government and/or regulatory agency meetings.
15. May assist in the preparation of grant applications to funding agencies and bid documents for various projects.
16. Follows and enforces safety procedures and guidelines.
17. Manages and maintains District archives for maps, plans, and construction as-built.

### **SUPERVISORY RESPONSIBILITIES**

Coordinates and oversees work activities of seasonal interns and other department staff.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION AND EXPERIENCE**

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

### **COMPREHENSION/COMMUNICATION SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, construction plans and specifications, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from employees, managers, clients, customers, and the general public. The duties and responsibilities of this position necessitate the use of a cellular phone for District business reasons.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as algebra and fundamentals of plane and solid geometry and trigonometry. Working knowledge of engineering economics. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Driver's License. Registration as an Engineering Intern (E.I.) in the State of Nevada, or ability to obtain such registration within one year from date of employment. Registration as Professional Engineer (P.E.) in State of Nevada is preferred. It is the employee's responsibility to maintain all required certifications and licenses and to report any changes to the supervisor.

**OTHER SKILLS OR ABILITIES**

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

**PHYSICAL DEMANDS**

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. In compliance with applicable disability laws, reasonable accommodation may be provided for qualified individuals with a disability who require and request such accommodation. Applicants and incumbents are encouraged to discuss potential accommodation with the employer.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle or feel, and talk or hear. The employee frequently is required to stand; walk; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

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