



ENGINEERING SPECIALIST I/II

**ES I: \$37.75 — \$45.89 Hourly DOQ/DOE
(\$78,522 — \$95,445 Annual Salary)**

**ES II: \$40.40 — \$49.10 Hourly DOQ/DOE
(\$84,026 — \$102,134 Annual Salary)
plus Excellent Benefits!**

Open Until Filled

Job Summary:

Under the general supervision of the Engineering Services Manager, performs a wide variety of technical and paraprofessional civil engineering-related work; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Engineering Specialist I – This is an entry level class in the Engineering Specialist series. This position typically performs routine technical engineering duties and is not expected to perform with the same level of independence and judgement on matters related to established procedures as the Engineering Specialist II.

The position requires education equivalent to graduation from high school or GED equivalent, supplemented by college-level course work in civil engineering, drafting, AutoCAD, engineering mathematics, water distribution, or related fields; and two years of experience in technical engineering support work. Construction inspection, drafting and/or minor surveying experience for a public agency is preferred. Possession of an Associate's Degree in engineering or a closely related field is desired and may substitute for two years of experience.

As a prerequisite to advancing to "E" step, a Water Distribution Operator D1 certification administered by the California Drinking Water Operator certification program is required.

Engineering Specialist II – This is a journey level class in the Engineering Specialist series. This position may act as a lead worker in coordinating the work of engineering staff and as a technical specialist performing complicated engineering design, plan checking, field surveying and contract administration.

This position requires education equivalent to an Associate's Degree and five years of experience in technical engineering support work. Construction inspection, drafting and/or minor surveying experience for a public agency is preferred. Possession of a Bachelor's Degree in engineering or a closely related field is desired and may substitute for two years of experience.

As a prerequisite to advancing to "E" step, a Water Distribution Operator D2 certification administered by the California Drinking Water Operator certification program is required.

Essential Functions:

Performs project duties including water system design, cost estimating, coordination of scheduling between public agencies, developers, contractors and engineers, contract oversight and compliance tracking of various District, private development and public agency projects.

Essential Functions (Continued):

Designs and drafts plans and schematic layouts for various District construction projects.

Checks and processes improvement plans, grading plans, subdivision maps and engineer's cost estimates to ensure compliance with District standards.

Prepares metes and bounds legal descriptions for use with easement documents, quitclaims and plats for use with various types of recordable documents. Makes engineering computations to close traverses or easement descriptions and for checking water line designs submitted to District.

Interprets improvement plans to prepare quantity and cost estimates as required for various projects.

Prepares or assists in the preparation of construction agreements, fee letters, contract documents, environmental documents and other legal documents relating to District improvements; prepares agenda materials for District Board Meetings.

Prepares and processes a variety of applications and forms.

Researches plans, maps and files to locate records of existing District facilities.

Reviews as-built maps for compliance to field changes and insures proper maintenance of distribution maps.

Provides technical assistance and guidance to District technical and construction staff and the Engineering Inspector; performs duties of inspector as required.

Interprets rules and regulations; provides written and oral responses as appropriate to inquiries from developers, contractors, engineers, other public agencies and the public relating to District projects; attends pre-bid and construction meetings.

Oversees and tracks District capital improvement and replacement projects. Monitors the District's participation in public works projects initiated by other public entities and may act as the District's lead on projects.

Maintains accurate records, prepares correspondence for review by the Engineering Services Manager and prepares various technical, statistical or narrative reports. Operates a personal computer in a networked environment.

Prepares revisions and updates District Standard Plans and Specifications for approval by the Engineering Services Manager.

Inspects work of contractors making direct connection to District's distribution system

Performs field surveying using manual and electronic instruments to determine points, lines, elevations and distances for property right of way, design, construction and topography.

Performs related tasks as assigned.

Qualifications:

Demonstrated Knowledge of:

- Principles, practices, methods and materials of civil engineering support work, including mapping, drafting, design and specifications, estimation and construction as related to District systems.
- Engineering mathematics, including trigonometry.
- Data collection and analysis methods.
- Standard office practices and procedures.
- Surveying principles, practices and equipment.
- Operation of standard office and engineering equipment, including computers, calculators, reproduction equipment, drafting tools, and related equipment.
- Easement description preparation.

Skill in:

- Performing technical engineering support work in a variety of work areas.
- Using drafting tools, equipment and automated mapping in preparing schematic layouts, designs, maps and related materials.
- Analyzing engineering technical and statistical information, evaluating alternatives and making sound recommendations.
- Preparing accurate records and notes and preparing clear and concise reports, correspondence and other written materials.
- Reading and interpreting contracts, plans and specifications, maps, legal descriptions and related complex regulatory and technical information.
- Interpreting and reviewing improvement plans and providing accurate quantity and cost estimates.
Establishing and maintaining effective working relationships with those encountered in the course of the work.

Other Requirements:

- Must have a valid California driver's license and be acceptable to the District's automobile insurance carrier.
- Must establish and maintain effective working relations with other District personnel and promote good relations with developers, contractors and the general public.

Benefits:

The District provides the following benefits:

- Medical Insurance (Employee and dependents).
- Vision Care (Employee and dependents – employee contribution required).
- Dental Insurance (Employee and dependents – employee contribution required).
- Life Insurance (2 x Annual Salary).

Benefits (Continued):

The District provides the following benefits:

- Accidental Death and Dismemberment Insurance.
- Disability Insurance (30-day qualification period).
- PERS (Public Employees Retirement System) Pension—employee contribution required.
- 13 paid holidays and 15 days of vacation.
- Paid sick leave.
- Deferred compensation match.
- College tuition reimbursement.
- Pre-tax spending accounts for medical and dependent care.
- Alternative work schedule (every other Friday off - optional).

The District:

The Vista Irrigation District was formed in 1923 to provide water to the community of Vista. The District also supplies water to portions of the cities of Escondido, Oceanside, San Marcos and some unincorporated areas of San Diego County. Located seven miles from the Pacific Ocean in northern San Diego County, Vista is the "climatic wonderland of the United States" with an average daily temperature of 74 degrees.

Rolling hills and a pleasant rural surrounding, combined with relatively affordable housing prices and a strong community, make Vista an ideal place to live and work. Vista has been recognized in a national publication as being one of the "50 fabulous places to raise a family". In addition to the beautiful beaches to the west, within a 60-mile radius of Vista can be found the dynamic city of San Diego and the Mexican border to the south, snow-capped mountains and majestic deserts to the east, and Disneyland and the Los Angeles metropolitan area to the north.

The District supplies potable water to over 28,000 customers in a 21,160-acre service area with a population of over 135,000 people. The District receives local water from Lake Henshaw, which it owns, imported water from Northern California and the Colorado River via the San Diego County Water Authority (Water Authority) and the Metropolitan Water District of Southern California and desalinated seawater from the Claude "Bud" Lewis Carlsbad Desalination Plant via the Water Authority. The District currently employs 89 people.

Regular employees in this position may join the Teamster Union. The Engineering Specialist I/II is a non-exempt position and eligible for overtime compensation under the Fair Labor Standards Act and in accordance with District Policy.

The Vista Irrigation District is "an equal opportunity employer" and will consider reasonably accommodating qualified disabled persons. Reasonable accommodations can include, but are not limited to, changing job duties, changing the work shifts, accommodating schedules, relocating the work area, and providing mechanical or electrical aids.

The provisions of this announcement do not constitute an expressed or implied contract, and any provisions contained herein may be modified or revoked without notice.

Selection Process:

The most appropriately qualified applicants will be invited to continue in the selection process which may consist of competency testing (including a practical exam), a written exercise and oral interviews by District personnel or qualified individuals from other public agencies or any combination thereof. The District expressly reserves the right to change the selection process in order to identify the most qualified candidates as required by federal and state law.

To help streamline the application and hiring process, we have implemented new recruiting software. All applicants will apply via our website at www.vidwater.org under the “careers tab”. **We will no longer accept paper applications.** You will need to upload your resume and cover letter on our new application portal.

(No faxes or resumes in lieu of District application).

Job offers are contingent upon a pre-employment medical examination and drug testing.

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