



# Invites Applications for the Position of: **ENGINEER I/II**

**Engineer I: \$55.21 to \$67.11 effective 01/01/25**

**Engineer II: \$58.21 to \$70.75 effective 01/01/25**

**DOQ/DOE plus Excellent Benefits!**

**Open Until Filled**

## ***Job Summary:***

Under the general supervision of the Engineering Services Manager, performs a wide variety of technical, paraprofessional, and professional civil engineering-related work; and performs related duties as assigned. This is a technical leadership level class and responsible for independently performing professional level engineering work related to development and capital projects. This position may act as a lead in coordinating the work of engineering support staff and as a technical support to other departments.

### **REQUIREMENTS**

**Engineer I** – This position requires a bachelor’s degree from an accredited college or university with a major in civil engineering or closely related field; two years of experience in professional engineering support work for a public agency or in an engineering firm that requires extensive customer contact; and an Engineer-in-Training (EIT) certificate issued by the State of California Board of Registration for Professional Engineers and Land Surveyors. An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be considered; however, both the bachelor’s degree and EIT certificate requirements must be met prior to advancing to “E” step.

**Engineer II** – This position requires a bachelor’s degree from an accredited college or university with a major in civil engineering or closely related field; four years of experience in professional engineering support work for a public agency or in an engineering firm that requires extensive customer contact; and possession of a valid California Registered Civil Engineering license.

## ***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.

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.

Reviews and processes 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 Notice of Exemptions and other legal documents relating to District improvements.

## *Essential Function (Continued):*

Assists in the preparation or review and approval of complex environmental compliance documents for District capital projects including Negative Declarations, Mitigated Negative Declarations and Environmental Impact Reports. Reviews and provides comments on developer environmental compliance reports.

Prepares agenda materials for District Board Meetings; attends Board meetings and makes presentations as necessary,

Prepares fire flow and other hydraulic analyses; takes the lead in preparing complex water supply studies.

Prepares and processes a variety of applications and forms.

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

Reviews as-built maps for compliance with changes made in the field and ensures 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 to inquiries from developers, contractors, engineers, other public agencies and the public relating to District projects. Attends pre-bid and construction meetings. Represents the District in meetings with regulatory agencies and the public regarding District projects.

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.

Oversees the design and construction of a wide variety of capital projects including water pumping stations, storage reservoirs, pipelines, and related projects. Participates in request for proposal development and consultant selection. Provides oversight and direction to consultants, prepares and administers agreements, reviews and prepares payment requests and contract amendments. Reviews and approves planning documents, design drawings, complex calculations, specifications and engineering cost estimates.

Assists with administering construction contracts including bid solicitation, bid review and recommendations for contractor selection. Prepares final contract documents, issuing notices-to-proceed, scheduling inspections, reviewing and processing Requests for Information, submittals, progress payments and change orders.

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 Procedures and Specifications for approval by the Engineering Services Manager. Assists in the preparation of cost projections for the department budget and monitors expenditures.

Inspects work of contractors making connections to the 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, trigonometry, fluid mechanics, closed conduit and open channel hydraulics, and fundamentals of geotechnical engineering.
- Computer aided drafting (AutoCAD), geographical information system (ArcGIS), and hydraulic modeling software.
- 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.
- Legal descriptions, easement documents, and plat maps for right-of-way acquisition.
- Pertinent local, State and Federal laws, rules and regulations.
- Principles and practices of contract administration.
- Relevant occupational health and safety regulations and guidelines pertaining to construction.

## 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.
- Using hydraulic modeling software to perform fire flow analyses and water supply studies.
- 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.
- Overseeing a variety of development and capital projects, including potable water pipeline, storage reservoir and pump station projects.
- Performing professional engineering computations and checking, designing and preparing engineering plans, studies, profiles and maps.
- Budget development.

## 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 public.

## ***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).
- 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:***

Vista Irrigation District (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 29,000 customers in a 21,152-acre service area with a population of nearly 130,000 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 Engineer 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 District (Continued):*

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](http://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.

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

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