



# Invites Applications for the Position of: **ENGINEERING SERVICES MANAGER** \$140,423 — \$170,687 Annually DOQ/DOE plus excellent benefits!

**Open Until Filled**

## *Job Summary:*

Under the general direction of the Director of Engineering, plans and manages the daily operations of the Engineering Department, including capital improvements and developer services. Coordinates Engineering Department work with other District departments, governmental agencies, private developers, engineers, and customers. Makes recommendations for action and assists in the development and implementation of policies, procedures and department budget.

## *Essential Functions:*

1. Manages, directs, and coordinates all pipeline replacement and development projects, from the preliminary planning stages through construction and acceptance by the District; oversees the daily operation of developer services and the engineering counter; assigns projects and tasks and monitors overall operation, progress, and schedule.
2. Interprets, administers, and explains District policies, procedures, and fees to engineers, developers, contractors, title companies, banks, outside attorneys, and the general public; reviews new projects that are in the planning stages to determine project requirements and necessary actions; prepares water availability letters and assists customers and developers with items needed to start and complete projects; performs hydraulic analyses and field inspections of all sites for proposed facilities and determines proposed water system requirements; prepares the required paperwork for annexations, detachments, extensions of service, and payback agreements.
3. Manages and coordinates environmental elements of capital improvements and development projects; prepares environmental documentation; reviews and comments on environmental reports and prepares accompanying letters.
4. Oversees and performs a variety of professional and paraprofessional engineering work, including detailed checking of engineering plans, specifications, and engineering estimates for proposed water systems; evaluates compliance with laws, ordinances, and acceptable engineering standards; reviews legal descriptions and deeds for easements and rights-of-way; coordinates and receives approvals from the Field Services and Operations Department; recommends approval, acceptance, and signing of California Environmental Quality Act findings, engineering estimates, quitclaims, easements, encroachment permits, joint-use agreements, subdivision maps, grading plans, improvement plans, exchange agreements, and construction contracts.
5. Supervises, trains and evaluates the performance of the Engineering Specialists and Engineering Office Assistant.

## ***Essential Functions (Continued):***

6. Meets with the public, including contractors, developers, public agencies and government agencies; coordinates work of District and other agencies' forces; coordinates capital improvement and development project activities with other departments and agencies; works directly with realtors, appraisers, outside attorneys, title and escrow companies when purchasing or selling real property.
7. Schedules items on the Board agenda and prepares or directs preparation of staff reports; attends Board meetings and makes presentations as necessary.
8. Designs and implements computerized filing programs and systems for tracking of Engineering Department records and projects. Coordinates closely with the District's Geographic Information Systems (GIS) staff to make optimum utilization of and facilitate the timely maintenance of the GIS system.
9. Compiles and analyzes statistical data and prepares technical reports relating to projects and programs; assists in the preparation of cost projections for the department budget and monitors expenditures; prepares a variety of written reports and correspondence.
10. Attends pre-construction meetings; initiates Change Order Requests for District construction projects.
11. Recommends establishment of new inter-agency policies and practices with the San Diego County Water Authority, City of Vista, County of San Diego, City of San Marcos, City of Oceanside, City of Escondido, Vallecitos Water District, Local Agency Formation Commission, and others.
12. Performs related tasks as assigned.

## ***Qualifications:***

Education and experience equivalent to graduation from an accredited college or university with a major in civil engineering or closely related field and five years progressively responsible experience in engineering design and construction. Qualifying experience must include tasks such as planning, design, and project management of water-related projects.

Possession of a valid California Registered Civil Engineering license is required.

Must have supervisory experience.

Must have a valid California driver's license and be acceptable to the District's automobile liability insurance carrier.

Must demonstrate the ability to establish and maintain effective working relations with District personnel and promote good relations with the public and other agencies.

Must have education or experience in the following:

Principles and practices of employee supervision including selection, training, work evaluation, and discipline.

## ***Qualifications (Continued):***

Principles, practices, methods, and materials of civil engineering as applied to planning, design, and construction of water distribution systems and other related public works.

Principles and practices of contract administration.

Computer applications related to engineering, including modeling, Computer aided design (CAD) and GIS software.

Principles of surveying, hydraulics, and advanced mathematics.

Appropriate safety precautions and procedures.

Advanced English grammar and word usage, punctuation, spelling, and principles of report writing and correspondence.

Federal, state, and local laws, regulations, and codes pertaining to environmental protection, land use, water quality, excavation, encroachment, construction, and water quality.

### Must demonstrate the skills necessary to:

Perform complex engineering activities utilizing a variety of technically sophisticated software; make complex engineering designs and computations; plan, organize, administer, and coordinate a variety of complex engineering programs and services.

Maintain complex and accurate records and files.

Exercise initiative, sound judgement, tact, and political sensitivity as appropriate to resolve issues.

Prepare clear and concise reports, correspondence, and other written materials.

Plan, organize, assign, direct, review, and evaluate the work of assigned staff; select, motivate, and evaluate staff and provide for their training and professional development; develop and implement goals, objectives, policies, procedures, work standards, and internal controls.

Select consultants; assess final work product and confirm compliance with agreement.

## ***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).
- Accidental Death and Dismemberment Insurance.
- Disability Insurance (30-day qualification period).
- PERS (Public Employees Retirement System) Pension—employee contribution required.

## ***Benefits (Continued):***

- 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 28,700 customers in a 21,160-acre service area with a population of 137,000 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 86 people.

**The Engineering Services Manager is an at-will position and not 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.

## ***Selection Process (Continued):***

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.

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

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

**Oral interviews and testing will be done in compliance with local and state COVID-19 protocols and may include remote interviews as well as onsite physically distanced interviews/testing.**

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