



Invites Applications for the Position of: **ENGINEERING AIDE**

\$36.42 — \$44.27 Hourly DOQ/DOE
(\$75,752 — \$92,077 Annual Salary)
plus Excellent Benefits!

Open Until Filled

Job Summary:

Under the general supervision of the Engineering Services Manager, performs a wide variety of responsible administrative, clerical and technical support work for the Engineering Division. This position provides administrative and engineering support services including customer assistance, workflow tracking, data gathering and reporting, and file management.

Essential Functions:

Assists customers, developers, engineers and contractors at the engineering counter or by phone regarding inquiries on property/capacity requirements for water, District policies and procedures, record drawing requests and/or any other routine customer requests; process routine applications for water meters, construction meters, fire hydrants, etc.; researches and assists with the resolution of related problems.

Reviews requests for services and other developer submittals for conformance with District requirements including parcel maps, subdivision maps and various other drawings; computes District fees and cost estimates for new water service requests.

Creates and maintains departmental filing systems, including active and archived records and project files for developer and capital projects, parcel maps and other property alterations, engineering correspondence, construction contracts, bonds and insurances and work orders; oversees scanning and indexing of all engineering documents.

Coordinates and tracks workflow of staff reports, water meter and fire service applications, development and capital projects, easement acquisitions and quitclaims.

Prepares a variety of correspondence such as availability and will-serve letters, meeting agendas and minutes, professional service agreements, and reports related to engineering documents.

Prepares and assists with updates and revisions to engineering maps, drawings, specifications, and engineering document templates related to developer and capital projects.

Coordinates activities with outside agencies to ensure District projects are planned in conjunction with road improvement projects.

Prepares and processes purchase requisitions and invoices.

Works with Purchasing Agent to track insurance certificates for District vendors. Scans and tracks all certifications by expiration date and inputs data into tracking software.

Relieves and/or assists other administrative personnel.

Essential Functions (Continued):

Assists in processing and tracking engineering construction contracts to ensure that insurance and bonding requirements are met and maintained during the life of the contract.

Provides administrative and technical support to the division including, but not limited to, word processing and working with databases/spreadsheets; preparing engineering transmittals, complex reports, tables, graphs, figures, and calculations; maintaining plan check logs; ordering supplies, processing mail, and photocopying/scanning; document notarization and recording.

Maintains and updates the engineering pages on the District's website.

Performs other duties as assigned.

Qualifications:

Requires at least three years' experience in a customer service and/or engineering assistance role. Education related to administrative/engineering support is desirable. Public agency experience and/or familiarity providing administrative support to engineering, construction, or related businesses are desirable. Incumbents must demonstrate effective customer service skills with both internal and external customers; knowledge of algebra, geometry and trigonometry; ability to read and interpret engineering drawings, sketches and maps; and research property ownerships and water capacities utilizing geographic information system maps. Position requires skills in modern office procedures and equipment. Incumbents must demonstrate skill in exercising independent judgment, and in performing duties in a tactful and diplomatic manner.

Incumbents must possess a Notary Public Certificate or obtain within six months of appointment, and a valid California driver's license and be acceptable to the District automobile liability insurance carrier.

Must establish and maintain effective working relations with all District personnel and promote good relations with the 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).
- 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 133,000 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 87 people.

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

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.

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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