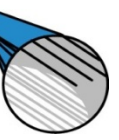


## **BELLA VISTA WATER DISTRICT**

11368 E. STILLWATER WAY • REDDING, CALIFORNIA 96003-9510  
TELEPHONE (530) 241-1085 • FAX (530) 241-8354



# Invites Applications for District Engineer

The Bella Vista Water District is excited to announce its recruitment for the position of District Engineer. This position offers a unique opportunity with an established public water agency located on the eastern edge of Redding, California.

We are seeking a highly motivated self-starter to implement the District's goals and objectives to provide planning, engineering, regulatory support and administration. The District Engineer is an exempt management team position that plans, organizes, manages, directs and reviews the engineering; operations and maintenance of water conveyance, production, treatment and storage facilities; and the use of various supply sources to meet projected water supply and treated water quality requirements of the District. The District Engineer presently manages 1-engineering staff person and reports directly to the General Manager.

### **IDEAL CANDIDATE**

The ideal candidate will be an individual with demonstrated experience and knowledge in engineering design and studies with the ability to prepare studies and reports on economics, hydraulics, demographics, land use, water use and specifications for District facilities including pump stations, pipelines, storage tanks, site plans and buildings. The selected individual will be expected to continue a tradition of positive employee relations and possess excellent communication and customer relations skills, demonstrated track record of integrity and success and be well organized.

### **THE COMMUNITY**

Redding, the county seat of Shasta County, is situated by the Sacramento River in the northern end of the Sacramento Valley approximately 160 miles north of Sacramento. A growing community with a population upwards of 100,000, Redding offers a wide range of urban, suburban and rural housing opportunities, excellent schools, health care facilities and shopping centers. Institutions of higher education in Redding offering two or four year degrees include Shasta College and Simpson University.

The Redding area offers a wide range of recreational activities surrounded by two national forests and located within an hour's drive of Mt. Shasta and



minutes from Whiskeytown and Shasta Lakes. Redding has a variety of outdoor activities including, mountain biking, fishing, boating, hunting, water and snow skiing, hiking, walking trails, and many other outdoor recreational opportunities.

**Compensation and Benefits** - The District is offering a competitive employment package. The salary range will be \$85,000 to \$105,000, depending upon qualifications.

**Education and Experience** - Requires completion of a Bachelor of Science Degree from an accredited college or university in Civil Engineering. Five (5) years of increasingly responsible engineering experience in design and construction of water conveyance and water treatment. Experience in a project and construction management capacity.

**Licenses and Certifications** - A valid California driver's license and ability to maintain insurability under the District's Driving Policy. Licensed as a Registered Civil Engineer with the State of California. Certification as a California Water Treatment T2 and Distribution System Operator D2 is highly desirable, or ability to obtain within 24 months.

**Competencies** - Conducts studies, prepares reports on economics, hydraulics, demographics, land use, water use etc. Prepares and/or reviews designs and specifications for public works projects for pumping facilities, pipelines, storage facilities, site plans, buildings, etc. Familiar with the requirements of the California Environmental Quality Act (CEQA) and the preparation of CEQA documentation for projects. Responsible for review of planned developments, improvement plans and construction for compliance with District's policies and construction standards. Prepares regulatory plans and compliance reports. Possesses an understanding of state and federal regulatory reporting requirements for a public water agency. Oversees mapping and record drawings of District facilities. Serves as resident engineer on the District's construction projects. Assists in providing information to public on policies and procedures, handles phone calls and office visits regarding new services, line extensions, easements and water availability. Presents project information to the District's Board of Directors at their meetings. Assists in special projects as assigned. Works with engineers and land surveyors on a variety of studies and projects for the District. Works with federal, state and local agencies on matters of interest to the District. Consults with developers, engineers, property owners, etc., to ensure compliance with District policies and standards. Monitors local, state and federal construction and safety regulations. Participates in the development and administration of annual, extraordinary operations, maintenance and replacement and long term capital improvement budgets. Serves as the District's Safety Officer.

**Personal Characteristics** - People oriented and able to establish a strong working relationship with management, customers, and staff. Decisive once input has been received and viewpoints are known and understood. Willing to be accountable for actions and convictions. A self-starter, operates with a sense of urgency, is timely and responsive. An effective communicator, both orally and in writing. Calm under pressure. Flexible, able to see more than one solution to a problem

**Vacation & Administrative Leave** - Vacation is accrued initially at the rate of ten days per year along with seven days of Administrative Leave accrued at the beginning of each calendar year. Administration leave must be used in the year of accrual and does not roll over.

**CalPERS** - District is a member of CalPERS. Classic Employees contribute 7% of their regular earnings (pretax) and accrue their retirement of 2% at 60; New Employees contribute 6.25% of their regular earnings (pre-tax) and accrue their retirement of 2% at 62. Retirement calculations are based upon the top 3-year average earnings.

**457 Deferred Compensation Plans** - Several plan options are available for employee voluntary contribution.

**Medical, Dental & Vision Insurance** - District provides coverage for employee and eligible dependents up to a maximum monthly cap of \$1,450.00. Retirees receive postretirement health benefits under PEMHCA and are based upon a percentage pro-ratio of years served.

**Work Week** - District currently recognizes a 9/80 work week (80 hours worked in a two week period with every other Friday off).

**Holidays and Sick** Employees receive 12 paid holidays and earn approximately 12 days sick leave annually.

**Life Insurance** District paid \$50,000 life insurance policy.

To be considered for this challenging and rewarding career opportunity, please submit your cover letter, resume and application. Resumes should reflect years and months of positions held. Please send your materials to: Connie M. Wade, Bella Vista Water District, 11368 E. Stillwater Way, Redding, CA 96003. Materials may also be submitted electronically to [cwade@bvwd.org](mailto:cwade@bvwd.org). The District desires that all interested parties submit their materials no later than Friday, April 28, 2017 with a planned start date of July 1, 2017, but will continue to accept applications until filled. Candidates deemed to have the most relevant qualifications will be invited to participate in panel interviews. An appointment is expected subsequent to extensive reference/background checks to be coordinated with the candidates.



BVWD Water Treatment Plant (60 MGD Capacity)

EQUAL OPPORTUNITY EMPLOYER

## BELLA VISTA WATER DISTRICT

### Classification Specification

**Job Class:** District Engineer

**FLSA Status:** Exempt

**Supervisor:** General Manager

#### **Description**

Under general supervision, performs a variety of difficult and complex engineering work related to location, design, inspection and construction of District infrastructure and facilities functions and programs of the District.

#### **Distinguishing Characteristics**

This is a senior level position and performs a full range of duties at an advanced level of independence. Positions at this level are distinguished from others by the level of responsibility assumed, complexity of duties assigned, independence of action taken, and amount of time spent performing the duties, the nature of the public contact made, and the level of experience.

#### **Essential Duties and Responsibilities**

The following duties are typical for this classification. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Oversee the departmental activity including but not limited to the following:

##### *District Projects:*

- Perform professional engineering work including planning, designing, and implementing measures specific to the District's capital improvement program.
- Review and prepare revisions to construction plans submitted by consulting engineers for District infrastructure, facilities, and other capital improvement projects (i.e. pipelines, groundwater and surface water production and treatment facilities and District office and corporation yard facilities).
- Responsible for construction inspection of assigned District capital improvement projects (i.e. methods, materials, workmanship, compliance with plans and specifications, etc.).
- Develop and recommend revisions to plans and specifications to meet field conditions for projects under construction.
- Coordinate agency review of District projects and plans and obtain necessary permits.
- Review, approve, and record easement documents submitted by outside parties. Perform project and construction management.

#### *New Construction:*

- Review, process, and approve plans and maps (District's plan check and review process) for public and private development and infrastructure projects (i.e.: Shasta County projects, developers, new construction, demo, remodel, etc.).
- Prepare statements and oversee collection of fees associated with construction of private developments.
- Monitor and oversee new construction activity for compliance with approved plans, specifications and standards.

#### *Operations:*

- Oversee the inspection and maintenance of District Office and Yard. Manage outside vendors/consultants for department business operations. Prepare correspondence related to department functions.
- Coordinate, attend, and participate in project meetings.
- Analyze information and evaluate results to choose the best solution and solve problems.
- Direct or participate in surveying to lay out installations and establish reference points, grades, and elevations to guide construction.
- Read and interpret specifications, bid documents, contract and program documents.
- Analyze survey reports, maps, drawings, blueprints, aerial photography, and other topographical or geologic data to plan projects.
- Coordinate data gathering inspections and provide assistance to other District personnel.
- Prepare, process and maintain regular departmental activity (i.e.: daily, weekly, monthly, quarterly, annually, etc.) and departmental records and database.
- Ensure all work performed is completed to District standards.

#### *Planning:*

- Achieve efficiency through proper planning, organization, scheduling, and direction of program activities, resources, and projects.
- Evaluate and recommend improvements to increase efficiency.
- Prepare complex engineering studies, technical reports, documents, and correspondence.
- Coordinate projects with other District departments, outside agencies, consultants, and developers.
- Develop and draft improvement plans, standards, technical specification and contracts for District capital improvement projects.
- Participate in development of Master Plan updates. Research, collect, organize and analyze data.

#### *Staffing and Training:*

- Attend, support and participate in training, meetings, seminars, demonstrations, events and conventions as required. Attend monthly Board meeting and prepare monthly project and water usage reports.
- Participate in committees and regional groups (i.e.: Safety or ACWA/JPIA, etc.).

*Policy:*

- Comply with all District policies and procedures (i.e.: Policy Manual, Rules and Regulations Manual, Emergency Response Plan, IIPP, etc.). Review, recommend and update policies as required.

*Regulatory Compliance:*

- Participate and comply with safety programs and procedures for employees.
- Monitor local, state and federal construction and safety regulations to ensure compliance.
- Comply with District, local, state and federal regulations; and prepare a variety of related reports.
- Complete data requests, regulatory filings, and annual reports as required.
- Perform quality control on daily paperwork, reports (i.e.: monthly, quarterly, annually, etc.) and departmental records and database to ensure compliance.
- Work with consultants on any regulatory/compliance requirements, documents, and reports. Maintain accurate records and files.
- Assume role of Safety Officer.
- Prepare and/or direct the preparation of California Environmental Quality Act (CEQA) for District projects.

*Programs, Projects and Bids:*

- Prepare necessary reports, RFPs, bids, and specifications for new equipment, materials, contracts, services, and assigned projects.
- Participate in development, preparation, review and distribution of construction bid documents and bid process.
- Document and maintain complete and accurate process, procedures, files and records for all projects and programs.
- Prepare and maintain department files (i.e.: construction projects, programs, grants, agreements and contracts).

*Budget:*

- Participate in the development and administration of annual, extraordinary operations, maintenance and replacement (EOMR) and long-term capital improvement budgets.
- Authorize project payments according to contract terms and conditions.
- Prepare preliminary and final quantity and cost estimates.
- Develop reports on issues related to completion of projects within time and cost requirements.

*Customer Service:*

Investigate departmental calls, complaints and claims and take necessary corrective action. Provide excellent timely customer service to Will Serve Requests, etc. Provide Board and staff with support/information on issues of interest to the public or media. Assist other staff regarding customer service for District customers as necessary.

### **Additional Essential Duties and Responsibilities**

- Design in-house small projects (i.e.: pipeline, paving, HVAC, pump replacement, chlorination, disinfection systems, etc.).
- Prepare advanced studies, reports, technical memorandums, planning documents, and compliance documents.
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### **Physical Requirements**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

- Travel occasionally by airplane conducting District business.
- Travel regularly by vehicle for District related duties and activities.
- Communicate orally and in writing with District management, co-workers, and the public in one to-one and group settings.
- Vision and hearing within normal ranges with or without correction.
- Regularly use telephone for communications.
- Regularly use electronic devices.
- Work in a field environment doing the following physical activities: Regularly: sit, fine manipulation, ride in a vehicle. Frequently: walk, stand, squat, climb, bend, stoop, twist, repetitive use of hands, grasp, push, pull, reach above and below shoulder level, lift and carry up to 50 lbs., operate equipment and hand tools, and operate vehicle. Differentiate between and perceive color, sound, smell, taste, texture and form.
- Regularly work in an office environment: at a desk/table for an extended period of time, sit or stand for extended time periods, ability to bend (neck and waist), squat, climb ladders, stoop, kneel, crawl, twist, grasp, fine manipulation, push, pull, reach, lift carry and move objects up to 25 pounds such as storage boxes, large binders, books, and small office equipment.

### **Environmental and Working Conditions**

The environmental and working conditions herein are representative of those an employee encounters while performing the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The performance of this position regularly requires exposure to job site, distribution and production areas with:
- Field visits requiring the operation of a motor vehicle.
- Exposure to environmental conditions:
- Chemicals/Caustics, confined space, heights, allergenic plants/materials.
- Dusts/mists/fumes/smoke/gases, wet damp surfaces, extreme heat/cold, inclement weather, noise.
- Work on various types of terrain and footing which may be slippery or uneven. Work around moving objects or vehicles.
- Certain areas require the use of personal protective and safety equipment (i.e. hard hats, safety vest, steel toed boots, safety glasses, hearing protection, etc.).
- Frequently work indoors in ambient room temperatures and lighting and be around office equipment as found in a typical office environment.

### **Education, Experience and Certification REQUIRED**

- Five years of increasingly responsible professional civil engineering experience.
- Project management experience.
- Construction management experience.
- State of California Water Distribution Operator Grade D2 Certification, or ability to obtain within two years.
- State of California Water Treatment Operator Grade T2 Certification, or ability to obtain within two years.

#### *Desirable:*

Any equivalent combination of education and experience which provides the knowledge and abilities necessary to perform the work – for example:

- Master's Degree in engineering from an accredited college or university.
- Public agency experience.

### **Licenses REQUIRED**

- Possess a valid State of California Class C driver's license.
- Proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two years duration.
- State of California Professional Engineer License.

**License and Certification Maintenance: Employee is responsible to complete the designated number of contact hours (i.e.: continuing education and/or training requirements) and licensing requirements to maintain all required licenses and certifications as a condition of continued employment.**

*NOTE: The specific statements shown in each section of this job description are not intended to be all inclusive. They represent typical elements and criteria that are performed by most incumbents, but other related duties may be performed. Not all duties listed are necessarily performed by each individual.*