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## **Assistant Engineer Employment Opportunity**

Glenn-Colusa Irrigation District is seeking applicants for an Assistant Engineer position. The Assistant Engineer assists with planning, managing, and contributing to the District's water distribution activities, and provides responsible and complex administrative support to the Engineering Department.

Completion of a Bachelor of Science Degree in Agricultural or Civil Engineering is required. Generous benefits package, salary dependent upon qualifications. GCID is an Equal Opportunity Employer.

Interested applicants should submit a cover letter, resume, and completed application via email to [application@gcid.net](mailto:application@gcid.net) or mail to Cynthia Davis, Personnel and Communications Director, Glenn-Colusa Irrigation District, Post Office Box 150, Willows, California, 95988. The position application and job description are available from the GCID website at [www.gcid.net](http://www.gcid.net) or at the District office.

The hiring process is tentatively scheduled as follows:

- Application deadline: June 16, 2017 at 5:00 p.m.
- Interviews: early-July 2017
- Position starts: mid-July 2017

May 15, 2017

## ASSISTANT ENGINEER

**Reports to: District Engineer**

**Date: May 2017**

### **Definition/Summary**

Under direction of the District Engineer, assists with the District's engineering activities and services. Assists with coordinating and implementing studies, grants and programs related to irrigation district services; designs and draws structures and facilities; conducts and oversees field surveys to support water distribution activities; prepares and reviews reports and appropriate environmental documentation, and provides highly responsible and complex administrative support to the engineering department.

### **Essential Functions**

- Prepares designs, plans, and specifications for the construction and development of District structures and facilities.
- Assists engineering staff with the collection, analysis and refinement of field data.
- Prepares estimates of materials and quantities in the development of plans, profiles, maps, and drawings for construction projects.
- Conducts topographic field surveys, and aerial photography interpretation for acreage determinations; prepares legal exhibits, permits and land descriptions.
- Reviews and interprets land title transfers for District assessment procedures.
- Prepares requests for proposals for construction projects, including grant funded projects.
- Prepares environmental assessment reviews.
- Provides responsible staff assistance to the District Engineer; prepares and reviews documents and reports; prepares and presents staff reports and other necessary correspondence.
- Ensures that District standards are met for drawings, plans, maps, filing, construction and other work.
- Assists with preparation and maintenance of District's long-range master plan and inventory.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations related to District engineering activities.

### **Essential Functions (continued)**

- Represents the District in coordination with other utilities, regulatory agencies, governmental bodies, planning agencies, trade and professional associations, technical groups, and developers.
- Establishes and maintains cooperative working relationships with co-workers, outside agencies, and the public.
- Demonstrates regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Coordinates with maintenance and water operations departments to meet District objectives.

### **Other Duties**

- Prepares correspondence related to engineering functions.
- Represents the District at meetings and conferences as delegated.
- Provides support to the Engineering Department in making presentations regarding engineering issues and projects.
- Maintains proper work safety standards.
- Performs related duties as assigned.

### **Job Standards/Specifications**

#### **Knowledge of:**

- Engineering principles and practices, related to water conveyance and management.
- Structure and facility design, and construction methods and techniques.
- Principles of engineering economics and their practical application to flood control, water development, and water distribution.
- Principles and practices of water supply development, chemical and biological aspects of water pollution, and local water problems, including their relations to State and regional plans.
- Contract development and administration.
- Land surveys and property descriptions.
- Program development and administration.
- Pertinent Federal, State and local laws, codes and regulations.
- Application and use of current computer-based design mapping and data management programs (AutoCad, ArcMap, Delta Graph, Hypack, Win-Situ, ParcelQuest).
- Application and use of Microsoft Office, including Excel, Word, Access, and Project.
- Knowledge of Supervisory Control and Data Acquisition (Clear SCADA).

## **Ability to:**

- Plan, carry out, and coordinate District engineering projects in coordination with staff, consultants, agency personnel, and others.
- Assist with management of the operations, services, and activities of the Engineering Department.
- Assist with development of long-range capital improvement plans.
- Prepare and monitor project budgets.
- Prepare and develop plans, specifications, and District engineering standards.
- Ensure proper completion and inspection of major construction projects.
- Prepare and review a variety of engineering studies and reports.
- Use computer systems and software packages related to engineering analysis and functions.
- Communicate clearly and concisely, both orally and in writing; prepare clear and focused correspondence and reports.
- Effectively represent the District's engineering functions with the public, other governmental agencies, contractors, developers, and professional engineering consultants.

## **Typical Physical Activities**

- Travel by vehicle while conducting company business.
- Work in an environment with exposure to dust, dirt, and hazardous materials.
- Ability to carry, push, pull, reach, and lift objects of light to medium weight.
- Ability to lift or move objects of up to 50 pounds when engaged in field work.
- Work at a desk for an extended period of time.
- Work in an office environment, lift and move objects up to 25 pounds such as large binders, computers, and small office equipment.
- Sit for extended time periods.
- Stand and walk for extended time periods.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Use office equipment such as computers, copiers, and FAX machines.
- Hearing and vision within normal ranges with or without correction.
- Irregular or extended work hours: occasionally required to change working hours or work overtime.

## **Environmental Factors**

- Exposure to the sun: 50% or less work time spent outside a building and exposed to the sun.
- Considerable work time may be spent in all types of weather conditions: temperatures above 80 degrees, wind, wet and cold conditions, and humidity.
- Noise: occasionally may be exposed to unusually loud sounds.
- May work on slippery or inclined surfaces.
- May work in or around areas with minor amounts of dust.

## **Required Qualifications**

Education: Completion of a Bachelor of Science Degree from an accredited college or university in Agricultural or Civil Engineering.

## **Desirable Qualifications**

Education: Emphasis on water resources engineering.

Experience: Three years of increasingly responsible professional engineering experience in design and construction of irrigation, flood control, and water conveyance.

Engineer-in-Training certification or Professional Engineer licensure is preferred, or applicant's willingness to obtain Professional Engineer licensure.

## **License Certificate Registration Requirement**

Driver's License: Possession of a valid California Class C Driver's License required at the time of appointment. Failure to obtain or maintain such requirement due to a physical disability will be considered for accommodation on a case-by-case-basis.