



# WE'RE HIRING JOIN OUR TEAM!

## ASSISTANT/ASSOCIATE CIVIL ENGINEER

*Assistant: \$93,433.60 - \$113,526.40/annually*

*Associate: \$105,768.00 - \$128,502.40/annually*



The Assistant/Associate Civil Engineer is responsible for performing complex engineering tasks related to water systems. This includes designing, constructing, reconstructing, maintaining, and repairing District and Joint Power water systems. They confirm the location of District boundaries, property lines, and topography for planned projects and engage with landowners and the public to answer questions and discuss engineering matters. The Assistant/Associate Civil Engineer also conducts functional studies of the distribution system and prepares reports summarizing project plans, findings, and progress. Overall, their role encompasses a range of technical office and field work to ensure the efficient operation and improvement of water systems.

The ideal candidate for the position of Assistant/Associate Civil Engineer should possess strong interpersonal skills to handle public and staff interactions with tact and courtesy. Effective communication skills, including graphical, oral, and written abilities, are necessary for conveying engineering information accurately. Proficiency in using the latest release of AutoCAD is important for preparing maps, drawings, and layouts based on notes and sketches. These skills enable the candidate to effectively communicate and visualize engineering concepts and translate them into technical drawings and plans.

### About Us

Solano Irrigation District (SID) is an independent special district, a local government agency, formed in 1948. Our mission is to provide safe and reliable water to our farms, families, and businesses. As stewards of our precious local water resources, we are committed to responsible environmental and fiscal management in order to protect and ensure those resources into the future.

# APPLY TODAY!



[www.sidwater.org/jobs.aspx](http://www.sidwater.org/jobs.aspx)



# Employee Benefits

- **Retirement** - Solano Irrigation District participates in the California Public Employees Retirement System (CalPERS).
- **Deferred Compensation** - 457 plan available. Employee may defer up to the annual maximum, as outlined by the IRS, on a tax-deferred basis.
- **Health Insurance** - Plans include Anthem Blue Cross HMO and PPO plans and a Kaiser Permanente plan. The District pays a portion of the premium for employee and dependent coverage.
- **Dental Insurance** - Dental provider is Premier Access Dental. District pays full premium for both employee and dependents.
- **Life Insurance** - Benefit is equal to 2x annual base salary rounded to the next higher \$1,000, up to a maximum of \$300,000. Premium is paid by the District.
- **Educational Assistance** – District reimburses up to \$750 per fiscal year for eligible expenses.
- **Flexible Spending Account** - Tax deferred payments for dependent care, health care, and certain benefit premiums.
- **Vacation and Sick Leave** - Vacation is accrued bi-weekly at 80 hours per year during the first year. Sick leave is accrued bi-weekly at 96 hours per year.
- **Holidays** - 11 scheduled holidays and 1 floating holiday per calendar year.
- **Retiree Health Insurance** - Employees are eligible for retiree health insurance benefits following 10 years of full-time service.

## Qualifications

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position.

### Experience and Education

#### Assistant Civil Engineer:

- Two (2) years of increasingly responsible & diversified experience in civil engineering in the field, office work, and construction inspection.
- Graduation from an accredited college/university with a Bachelor's degree in civil engineering or closely related field.

#### Associate Civil Engineer:

- Three (3) years of increasingly responsible and diversified experience in civil engineering in the field, office work, and construction inspection.
- Graduation from an accredited college/university with a Bachelor's degree in civil engineering or closely related field.
- One year (1) of supervisory experience is desirable.

### Licenses and Certification

#### Assistant Civil Engineer:

- Valid & appropriate California Driver License with a satisfactory driving record to maintain insurability.
- Valid certification as an Engineer-in-Training in the State of California.
- Registration as a professional civil engineer in the State of California is desirable.

#### Associate Civil Engineer:

- Valid & appropriate California Driver License with satisfactory driving record to maintain insurability.
- Valid certification as a professional civil engineer in the State of California.

**ASSISTANT CIVIL ENGINEER**

Salary Range: 363  
FLSA Status: Exempt  
Representation Unit: Professional

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**Description**

Under the general direction of the Engineering & Planning Manager and Senior and Associate Civil Engineers, performs technically difficult and complex professional engineering office and field work in the design, construction, reconstruction, maintenance and repair of District and Joint Power water systems and related work as required.

**Examples of Duties**

Confirms location of District boundaries, property lines and topography in relation to planned projects; meets with current and prospective landowners and the general public to answer questions on engineering matters and discuss projects; plans and performs functional studies of the distribution system; prepares reports. Assists in the preparation of master planning documents. Conceives of, prepares sketches and calculates dimensions for facility modification and construction. Uses AutoCAD when appropriate. Performs hydraulic calculations for planned and existing M&I and agricultural services, open channels, pipelines and pumped distribution systems; performs structural calculations for concrete, steel and masonry facilities; lays out facilities for vehicular and maintenance access. Coordinates field work for new construction, reconstruction, and repair work to District and Joint Power facilities.

Checks surveying calculations; lays out surveys; supervises survey crews and serves as survey party chief on complex surveys. Prepares descriptions for existing and planned District facilities; checks legal descriptions for completeness and correctness and resolves discrepancies in legal descriptions. Reviews maps for conformance to legal descriptions and record documents. Prepares legal agreements for projects which may include: Right of Entry, Protection of Facilities, Risk Transfer, Grant of Easement, Grant Deed and Quitclaim Deed. Coordinates District projects with contractors and outside agencies. Submits proper Encroachment Permits and traffic control plans as required. Prepares Initial Studies and Negative Declarations for compliance with CEQA. Completes CEQA requirements for planned projects and obtains permits from state and/or federal agencies. Prepares packages for submission to the District Board of Directors and Solano LAFCO for modifications of the District's boundary. As a project manager, conceives, designs and prepares project layouts & details for new facilities and modifications to or relocation of existing

facilities. With the approval of the Senior or Associate Civil Engineers and/or Engineering & Planning Manager, makes field decisions and recommendations for the construction, reconstruction and repair of District and Joint Power facilities. Works independently on projects assigned by the Senior Civil Engineer and/or Engineering & Planning Manager. May supervise engineering drafters, technicians and inspectors while accomplishing projects. Reproduces plans and exhibits when needed.

Estimates labor and equipment demands for projects; applies unit costs to lists to develop estimates of cost and time; reviews and approves estimates. Prepares specifications for non-standard materials; prepares sketches for specially fabricated items. Prepares and checks material lists; coordinates contracts for purchase of large or complex items.

Checks subdivision plans against District records, standards and details; reviews structural calculations, plans and specifications for conformance to District standards, site constraints and structural sufficiency.

Visits sites to confirm adherence to contract documents. Enforces District and Joint Power approved requirements through contact with developers, contractors, agencies, utilities and the general public; inspects new construction, reconstruction and repairs for conformance to District and Joint Power standards & construction documents; reports discrepancies to the Senior and/or Associate Civil Engineer and/or project manager; coordinates with the Senior Civil Engineer and/or Engineering & Planning Manager for the approval of minor variations from contract documents and District & Joint Power Standards; coordinates inspectors (staff and contractors). Alerts site managers to unsafe and non-compliant conditions; makes recommendations to improve District safety practices; lays out work area traffic control plans to CalTrans standards. Prepares inspection reports, field notes and sketches, and records; maintains a constant and complete diary of activities on assigned projects; makes quantity calculations for the contractor payments; makes field measurements for record drawings.

Uses the District's Content Management System (CMS) for electronic storage of files and collaboration with staff. Assists in evaluation of USA location requests as needed and researches records for information on location of District facilities. Drafts letters, reports and studies for supervisor review and signature; drafts and sends routine correspondence over own signature. Proficiently uses Microsoft Office Suite, especially Word and Excel, and AutoCAD; accesses County Assessor system (SCIPS) for parcel information. Uses a cell phone in the regular performance of job duties; provides engineering information and services to District departments and consulting engineers; meets with the public, engineers, developers and contractors; maintains current knowledge of engineering and

construction techniques, materials and methods. Performs all other duties as assigned.

Work is generally performed in an office setting. Pressures may be generated by deadlines, volume of work, frequent interruptions, or seasonal work periods.

### **Employment Standards**

#### **Knowledge Of:**

- Principles of effective supervision and training.
- District policies, rules, regulations and procedures.
- Principles and practices of civil engineering; reinforced concrete, masonry and structural steel design and construction principles and practices.
- Design, construction and maintenance requirements of water system facilities, including buildings and drainage systems.
- Engineering mathematics; strength, properties and uses of the materials of engineering construction.
- Applicable safety precautions and procedures.
- Common public relations courtesies, practices and techniques.
- Working knowledge of engineering mathematics, including algebra, geometry and trigonometry.
- Basic principles, methods and techniques of drafting and surveying.
- Road construction materials and methods.
- Materials, methods, equipment and tools used in the construction, maintenance, repair, operation and connection of water distribution facilities.
- Cross connection control and sanitary rules, regulations and practices of the District and County, municipal, state and federal agencies.
- Detailed plan and specification preparation.
- Performance of special and complex design work; inspection of construction projects and supervision of survey parties
- Latest release of AutoCAD and drafting principles.

#### **Ability To:**

- Deal tactfully and courteously with the public and staff.
- Communicate effectively: graphically, orally and in writing.
- Read and write the English language.
- Understand and carry out oral and written instructions.
- Establish and maintain effective relationships with those contacted in the course of the work.

- Initiate and maintain effective safety practices that relate to the nature of the work.
- Operate a vehicle observing legal and defensive driving practices.
- Interpret legal property descriptions; read and interpret plans & specifications.
- Use standard drafting and surveying instruments and other engineering aids.
- Visually and mentally evaluate various soils in the field.
- Prepare maps, drawings and layouts from notes and sketches using the latest release of AutoCAD.
- Use pipeline pressure testing equipment.
- Write clear, concise, and adequately complete notes and reports.
- Prepare maps, drawings and layouts from notes and sketches.
- Make accurate complex mathematical computations.
- Perform complex design work.
- Inspect construction projects and make field recommendations.
- Work diligently.
- Pay “attention to detail”.
- Act and behave professionally.
- Complete assignments in a timely manner.

### **Training and Experience**

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is two years of increasingly responsible and diversified experience in civil engineering in the field, office work, and construction inspection and graduation from an accredited college or university with a Bachelor's degree in civil engineering or a closely related field.

### **Licenses and Certification**

Possession of a valid and appropriate California Driver License with a satisfactory driving record to maintain insurability. Possess valid certification as an Engineer-in-Training in the State of California. Registration as a professional civil engineer in the State of California is desirable.

### **Physical Demands**

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|-----------|---|
| Carrying: | Transports objects by holding them in hands or arms.          |
| Stooping: | Bends body downward and forward by bending at waist or knees. |
| Standing: | Stands for up to 8 hours per day.                             |

Reaching:	Extends hands and arms in any direction.
Lifting:	Raises (above head) or lowers (below knees) assorted mechanical devices and appurtenances up to 50 pounds.
Sitting:	May remain in a seated position for up to 8 hours per day. Rides in District vehicles over rough terrain.
Climbing:	In and out of equipment, trenches and pipelines; ascends and descends ladders up to 13 feet. Ascends and descends slopes up to 2,640 feet long with grades up to 10%.
Talking:	Expresses ideas and shares information by means of spoken word in person, by radio and by telephone.
Hearing:	Hears well enough to receive communication in person, by radio and by telephone, as well as for safety in and around construction sites. May work in conditions with constant or intermittent noise.
Hands/Arms:	Operates vehicles and hand tools. Operates computer for up to 8 hours a day. Seizes, holds or works with hands.
Vision:	Reads written and/or video messages; operates and vehicles.
Walking:	Moves about on foot, often through uneven terrain.
Environment:	Works in conditions with constant or intermittent noise and works outside with variations of temperature and weather.

*Reasonable accommodations will be considered.*

### **Physical Examination**

Must pass a physical examination, which includes substance screening, before employment with the District.

### **Confidentiality**

Work obtained and used in this position may be of a confidential nature and cannot be shared with unauthorized persons within or outside the District.

### **Supervision**

This position receives general supervision from the Senior and Associate Civil Engineers and/or Engineering & Planning Manager. May supervise lower level support staff on an assigned basis.

**Approved:**

\_\_\_\_\_  
General Manager

\_\_\_\_\_  
Date





**ASSOCIATE CIVIL ENGINEER**

Salary Range: 373  
FLSA Status: Exempt  
Representation: Professional Unit

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**Description**

Under the general direction of the Engineering & Planning Manager and Senior Civil Engineers, works independently, is self sufficient and performs technically difficult and complex professional engineering office and field work in the design, construction and maintenance of District water systems and related work as required.

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**Licenses and Certification**

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Climbing:	In and out of equipment, trenches and pipelines; ascends and descends ladders up to 13 feet. Ascends and descends slopes up to 2,640 feet long with grades up to 10%..
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Hands/Arms:	Operates vehicles and hand tools. Operates computer for up to 8 hours a day. Seizes, holds or works with hands.
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### **Supervision**

This position receives general supervision from the Engineering & Planning Manager and Senior Civil Engineer. Provides technical and functional supervision over professional and technical engineering staff. May supervise lower level support staff on an assigned basis.

**Approved:**

\_\_\_\_\_  
General Manager

\_\_\_\_\_  
Date

