



Tulare Lake Basin Water Storage District

JOB DESCRIPTION AND PERFORMANCE EVALUATION

Position: **Staff Engineer**
Reports To: Assistant General Manager
Classification: Non-Exempt
Employee Name:
Evaluation Period: From: _____ **To:** _____

Position Summary:

The Staff Engineer is responsible for applying common core principles and procedures to analyze water and non-water related information; gather, analyze, write reports and present information accurately and concisely either verbally or in a formal document. Under general supervision, the Staff Engineer will perform a variety of moderately complex duties; assist with water related District functions and services; organize and analyze data related to water deliveries, water management, Land management and other administrative reporting; review maps and plans for conformance with District engineering and legal requirements; provide information to District, and other agencies.

Essential Duties:

1=below standards, 2=inconsistent performance,
3=meets standards, 4=exceeds standards

- | | 1 | 2 | 3 | 4 |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. Record, verify and track water delivery data, prepare water delivery schedules, and summarize water user balances. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Analyze current and historical water deliveries and present the results in a clear and concise manner. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Gather, analyze and present groundwater and surface water data for various reports. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Collect, analyze and summarize landowner parcel data for the purpose of billing and allocating water. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Prepare concise and accurate letters, technical memorandums, and reports. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Accurately prepare various maps using GIS and/or AutoCAD. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Conducts various administrative duties such as: annual and biannual reporting, document management system, and safety policies. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Effectively performs special analytical studies and assignments as directed. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Attends and participates in meetings and Committees as directed. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Subtotal _____ X 1.0 = _____ / (56)

Please provide comments for any area scored a "1" or "4" in the above section.

For more information, please contact:

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Organizational Accountabilities

1=below standards, 2=inconsistent performance,
3=meets standards, 4=exceeds standards

1 2 3 4

Mission:

Shares in and displays a commitment to our mission to deliver water to its landowner on a reliable basis, at the most economical rate and to protect and enhance the water rights of the District.

Integrity:

Conducts business with candor and sincerity to maintain the highest ethical and moral standards.

Collaboration, Respect & Teamwork:

Demonstrates ability to work cooperatively with others to enhance District achievement through a team effort. Attitude promotes a positive and empowering work environment and respect for others. Resolves issues and conflicts with diplomacy; communicates effectively with others and provides constructive suggestions to build team cohesiveness and performance.

Efficiency:

Focuses effort and resources toward completion of tasks, realization of goals and fulfillment of Tulare Lake Basin's Mission. Demonstrates ability to adjust priorities appropriately, assess progress critically, and overcome barriers effectively to support the delivery of water to our clients.

Accountability:

Acts in a self-directed manner; takes responsibility for own actions before being directed by others. Seizes opportunities and is proactive in avoiding potential problems. Learns from own mistakes; adapts to changing conditions; takes on challenging or difficult assignments; inspires excellence and commitment in others.

Compliance:

Consistently demonstrates a competent level of practice in accordance with all company policies and position certification / licensing requirements. Shows growth as a professional through continuous improvement; participates in safety training and leads by example in following OSHA standards and other state regulations.

Subtotal _____ X 1.5 = _____ / (36)

Please provide comments for any area scored a "1" or "4" in the above section.

Total Score Possible 92 Total Score Earned _____ Percent _____

Minimum Qualifications

Education: Bachelor’s degree in engineering or related field from a four-year college or university; or equivalent combination of education and experience.

Experience: 0 to 5 years related experience; strong customer service background, preferably in a public agency.

Skills: Knowledge of irrigated agriculture and the laws, rules, and legislative process associated with it; excellent verbal communication skills; knowledge of water conveyance systems and water measurement; proficiency in computer processing functions and other standard office equipment; ability to effectively manage and prioritize multiple tasks; ability to read and comprehend reports and regulatory documents and explain to others; ability to effectively use mapping programs; ability to calmly and professionally resolve issues with diplomacy and tact; ability to work independently with minimal supervision; strong organizational skills

Physical Requirements: Visual acuity to read a computer screen and paper documents; close and distance vision, peripheral vision depth perception, ability to adjust focus; hearing acuity to converse with staff and customers in person and by phone; ability to walk, stoop, bend, kneel, and lift and move up to 15 pounds frequently, and occasionally lift and / or move up to 25 pounds; ability to sit for hours at a time.

Working Conditions:

This position functions in both indoor and outdoor settings, with exposure to a variety of work environments; which include outside weather conditions and exposure to machinery and equipment with moving parts. Some travel may be required. Exposure to moderate noise levels.

Acknowledgement:

I have read and understand and agree to the responsibilities and requirements of the job. I further understand that the duties and responsibilities herein describe the general nature of the job and are subject to change or modification by my supervisor with or without notice. My supervisor may add, delete, assign, transfer or alter duties as necessary or deemed appropriate.

Employee Name _____ Signature _____
Date _____

Supervisor Name _____ Signature _____
Date _____

Summary of Performance

Performance improvement plan for areas of improvement:

Goals/objectives for next rating period:

Employee Comments:

Signatures

This evaluation has been reviewed and discussed with me.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____