JOB DESCRIPTION

Coachella Valley Water District  Date: July 23, 2007

TITLE: Assistant Engineer, Irrigation  SECTION: Irrigation

DEPARTMENT: Engineering  SRN 41:

REPORTING RELATIONSHIP:

Reports to: Senior Irrigation Engineer

Supervises the following positions: Not Applicable

DEFINITION: Under general direction, to plan, coordinate, and schedule civil engineering and/or agricultural engineering work involved in the planning, design, and construction of District Irrigation and Drainage facilities; and to do related work as required.

ESSENTIAL FUNCTIONS:

1. Plans, designs, and construction of District Irrigation and Drainage facilities.

2. Perform project management and contract administration of District Irrigation and Drainage facilities including the canal system, the distribution system, and related facilities. This includes preparation of bidding documents, Board authorizations, contract summaries, negotiations in changes in contract scope, resolution of claims, and other related items.

3. Prepares estimates of quantities of materials. Prepares plans, profiles, maps and related drawings for construction projects. Prepares contract documents to be used in advertising construction projects.

4. In coordination with the Development Services branch of the Service Department and the Senior Irrigation Engineer, meet with developers and outside engineers to discuss concepts and requirements for new projects and developments and reviews proposed subdivisions to determine compliance with the district’s existing irrigation distribution system.

5. Help perform inspections of the canal, distribution system, and drainage system in order to determine replacement needs of the facilities.

6. Assists contractors, general public and other governmental agencies with questions relating to irrigation water availability.

7. Coordinate and negotiate project work with developers, contractors, public entities, local groups, cities, and individual customers.

8. Coordinates with survey, operations, inspections, consultants, and others pertaining to the District’s Irrigation and Drainage facilities.
ESSENTIAL FUNCTIONS (Cont.):

9. Coordinates with ROW and BOR on abandonments, Consents and License Agreements.

10. Perform work related to Agricultural Water Conservation programs.

MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

AND

Possession of a valid Engineer in Training Certificate.

Education and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities. A typical candidate would have successfully completed a four year degree program from a recognized college or university with a major in civil engineering, agricultural engineering or a closely related field.

Knowledge of:

- Principles and practices of civil and agricultural engineering.
- Technical report writing.
- Design of hydraulic structures used in irrigation systems.
- Principles and procedures of irrigation water transmission, distribution and storage.
- Operational procedures and maintenance procedures utilized in irrigation water systems.
- Mathematics, design methods, uses and strengths of construction materials, standard specifications, and pertinent regulations related to the design and construction of irrigation water facilities and structures.
- Principles and practices of surveying and construction inspection including methods, materials, practices, equipment, laws and safety requirements related to agricultural/civil engineering.

Abilities:

- Plan, organize, and perform engineering work in the design and construction of District Irrigation and Drainage facilities.
- Prepare engineering estimates, plans, and specification for proposed District projects.
- Perform contract administration and maintain accurate records and documentation on construction projects.
- Analyze and make recommendations on the need for replacements, relocations, and abandonments of District Irrigation and Drainage facilities.
MINIMUM QUALIFICATIONS (Cont.):

- Prepare detailed analyses and comprehensive technical engineering reports and recommendations.
- Work cooperatively with others.
- Communicate effectively both verbally and in writing.

PHYSICAL REQUIREMENTS:

1. Drives District vehicle to job sites, possibly over rough terrain.

2. May work in extreme weather conditions including heat and rain.

See Human Resources for physical assessment form.