JOB DESCRIPTION

Coachella Valley Water District

Date: August 25, 2011

TITLE: Associate Engineer

SECTION: Irrigation/Stormwater

DEPARTMENT: Engineering

SRN: A-49

ONE POSITION ONLY

REPORTING RELATIONSHIP:

Reports to: Engineering Manager, ISWEE

Supervises the following positions: Not Applicable

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

ESSENTIAL FUNCTIONS:

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

2. Perform project management and contract administration of District Irrigation, Drainage, and Stormwater facilities including the canal system, the distribution system, the stormwater channel and tributaries, 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 and the Engineering Manager, 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 and stormwater systems.

5. Review grading plans for conformance with Riverside County Ordinance 458 for floodplain management and outline the District’s conditions of development to developers and planning agencies.

6. Help perform inspections of the stormwater channel, canal, distribution system, and drainage system in order to determine maintenance and replacement needs of the facilities.

7. Assists contractors, general public and other governmental agencies with questions relating flood control and irrigation water availability.
JOB DESCRIPTION

ESSENTIAL FUNCTIONS (Cont.):

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

9. Coordinates with survey, operations, inspections, consultants, and others pertaining to the District’s Irrigation, Drainage, and Stormwater facilities.

10. Coordinates with ROW and U.S. Bureau of Reclamation on abandonments, Consents and License Agreements.

11. 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 License as a Professional Engineer in Civil Engineering in the State of California is required.

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 and flood control and related areas.
- 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, flood control and related 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.
- Computer programs including HEC-RAS, HEC-HMS, spreadsheets and project management.
MINIMUM QUALIFICATIONS (Cont.):

Abilities:
- Plan, organize, and perform engineering work in the design and construction of District Irrigation, Drainage, and Flood Control 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.
- 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.