

GCID



GLENN-COLUSA IRRIGATION DISTRICT

is seeking an

ASSISTANT ENGINEER



The Position

Under direction of the District Engineer, the Assistant Engineer assists with the District's engineering activities and services. The Assistant Engineer helps coordinate and implement studies, grants and programs related to irrigation district services; designs and drafts structures and facilities; conducts and oversees field surveys to support water distribution activities; collects and analyzes field data; assists with the mapping and documentation of District property interests and infrastructure; organizes records; prepares and reviews reports and environmental documentation; aids the District in meeting legislative and environmental compliance requisites; and provides highly responsible and complex administrative support to the Engineering Department.

www.gcid.net

The District

Glenn-Colusa Irrigation District (GCID) serves agricultural water needs within Glenn and Colusa counties in Northern California. Its primary water right was established in 1883, making it one of the oldest and largest water rights on the Sacramento River. The District was formally organized as the Glenn-Colusa Irrigation District in 1920. GCID's core mission is to deliver a secure and reliable water supply to its landowners and water users, as efficiently and economically as possible, while preserving and protecting all resources. Covering more than 175,000 acres, GCID is the largest agricultural district in the Sacramento Valley and one of the largest in the state. GCID's main pump station, its only diversion from the Sacramento River, is located near Hamilton City. An extensive canal system, including a 65-mile main canal and more than 1,000 miles of laterals and drains, conveys the water to more than 1,200 water users, irrigating about 140,000 acres of farmland. GCID also serves 1,200 acres of private habitat land and more than 21,000 acres of protected federal wildlife refuges.



Essential Functions

- ✓ Prepare designs, plans and specifications for the construction and development of District structures and facilities
- ✓ Assist engineering staff with the collection, analysis and refinement of field data
- ✓ Prepare estimates of materials and quantities in the development of plans, profiles, maps and drawings for construction projects
- ✓ Conduct topographic field surveys, grade-staking surveys and bathymetric surveys
- ✓ Prepare legal exhibits, permits and easement agreements
- ✓ Review and interpret land title transfers for District assessment procedures
- ✓ Assist landowners and water users with field acreage adjustments, which includes field surveys and aerial photography interpretation for irrigable field acreage determinations
- ✓ Prepare requests for proposals for construction projects, including grant-funded projects
- ✓ Assist with writing plans and data reporting to meet state and federal legislative requirements, including environmental and volumetric flow measurement elements
- ✓ Prepare environmental assessment reviews
- ✓ Provide responsible staff assistance to the District Engineer; prepare and review documents and reports; prepare and present staff reports and other necessary correspondence
- ✓ Ensure that District standards are met for drawings, plans, maps, filing, construction and other work
- ✓ Assist with preparation and implementation of the District's Capital Improvement Plan
- ✓ Assist with the maintenance and enhancement of the District's records, infrastructure inventory and Geographic Information System (GIS)
- ✓ Attend and participate in professional group meetings; stay knowledgeable of new trends and innovations related to District engineering activities
- ✓ Represent the District in coordination with other utilities, regulatory agencies, governmental bodies, planning agencies, trade and professional associations, technical groups and developers

OTHER DUTIES

- ✓ Prepare correspondence related to engineering functions
- ✓ Represent the District at meetings and conferences as delegated
- ✓ Provide support to the Engineering Department in making presentations regarding engineering issues and projects
- ✓ Maintain proper work safety standards
- ✓ Establish and maintain cooperative working relationships with co-workers, outside agencies and the public
- ✓ Demonstrate regular attendance and adherence to prescribed work schedule to conduct job responsibilities
- ✓ Coordinate with Maintenance and Water Operations departments to meet District objectives
- ✓ Perform 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 relation to state and regional plans



Contract development and administration



Land survey principles and practices



Property and easement legal descriptions, including metes and bounds



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, including: AutoCad Civil 3D, ArcGIS Desktop, SonTek RiverSurveyor Live, Hypack, Win-Situ, Google Earth, ParcelQuest



Application and use of Microsoft Office, including Excel, Word, Access, PowerPoint and Project



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



Prepare and monitor project budgets



Prepare and develop plans, specifications and District engineering standards



Inspect construction sites to ensure that projects are properly built to plan



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



Work irregular or extended hours

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
- ✓ Lift or move objects of up to 50 pounds
- ✓ Work at a desk and sit for extended periods
- ✓ Work in an office environment, lift and move objects up to 25 pounds such as large binders, computers and small office equipment
- ✓ Stand and walk for extended periods
- ✓ Operate office equipment such as computers, copiers and FAX machines, requiring sufficient finger/hand coordination and dexterity
- ✓ Hearing and vision within normal ranges with or without correction.

ENVIRONMENTAL FACTORS

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



Experience and Training

A Bachelor of Science degree in Agricultural or Civil Engineering from an accredited college or university. An educational emphasis on water resources engineering is preferred.

AND

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

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



Compensation, Benefits, Career & Culture

In addition to health and compensation benefits, GCID provides career-related assistance such as professional coaching, ongoing training and industry networking opportunities.

- ✓ Health, Dental and Vision (Employee and family coverage)
- ✓ Life Insurance
- ✓ Short- and Long-term Disability Insurance
- ✓ Holidays – 12 per year
- ✓ Annual Leave Policy (20-32 days, depending on length of employment)
- ✓ Defined Contribution Pension Plan (District contributes 10% of employee's annual salary)
- ✓ Social Security Benefits
- ✓ Deferred Compensation Plan
- ✓ Section 125 Cafeteria Plan

Salary Range \$95,500 - \$115,000



GCID

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(530) 934-8881 | www.gcid.net



Application Process & Recruitment Schedule

To learn more about GCID, visit our website at www.gcid.net. Application available at www.gcid.net/careers. Please submit application, cover letter and resume online or mail to P.O. Box 150, Willows, CA 95988.

Open until filled.