

**OAKDALE IRRIGATION DISTRICT
JOB DESCRIPTION FOR
ASSISTANT ENGINEER**

Primary Function

Under general direction of the Water Operations Manager, to plan, direct, supervise, and coordinate the activities of the engineering functions and activities within the Water Operations Department at the Oakdale Irrigation District.

General Duties

Assist the Water Operations Manager in the management and execution of District engineering activities and programs. The Assistant Engineer shall assist in planning, directing, supervising and coordinating complex civil engineering/surveying work in the feasibility, design, contracting, construction, inspection, and maintenance of irrigation, domestic and related water facilities. Serve as technical specialist in the fields of water management, measurement, supply, automation, water quality, drainage, and storm water management for the District. Represent the District in a professional capacity at outside meetings and conferences.

Examples of Essential Duties and Responsibilities

1. Assist in the technical development and implementation of goals, objectives, policies, and priorities.
2. Assist in planning, organizing, supervising, and performing professional engineering work in the design and construction of irrigation, drainage, storm water and domestic water facilities and structures.
3. Perform complex hydraulic and hydrologic studies and design open and closed water conveyance systems based upon the results of those studies.
4. Understanding of the engineering requirements and limitations of soils and ability to apply soil mechanics knowledge in the design of structures and water conveyance systems.
5. Ability to survey, set up field books, reduce notes and generate drawings which are of professional quality. Ability to compile, analyze, check and review survey and engineering data and the ability to make sketches and prepare maps and plats. Ability to apply the State coordinate system to assigned tasks and in writing legal descriptions.

6. Ability to establish and maintain cooperative, professional relationships with those contacted in the course of work.
7. Assist in preparation of plans, specifications, technical reports and other engineering work performed by staff members.
8. Prepare estimates of project costs for competitive bidding, budgetary purposes, and field operation capital projects.
9. Assist in the planning and coordinating of ongoing maintenance programs.
10. Prepare comprehensive written reports and statistical data relating to public works projects and programs.
11. Assist in supervision and coordination of outside engineering consultants.
12. Provide oversight of staff in the use and application of the District's Computer Aided Drafting and Design system.
13. Advise the Water Operations Manager in the technical areas regarding planning, direction, coordination, organizing and controlling of district operational activities; represent the District on committees and commissions and at meetings with various agencies; investigate and prepare technical recommendations for the Water Operations Manager on District matters.
14. Formulate, prepare and recommend policies, procedures, studies, and reports to the Water Operations Manager for approval.
15. Implement, develop and administer service standards, operating procedures and policies for the District as appropriate.
16. Evaluate the quality and quantity of work being performed.
17. Requisition needed supplies and materials.
18. Respond to citizen complaints and questions in a timely manner; report findings to the Water Operations Manager.
19. Perform various tasks as assigned.

Qualification Requirements

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily; the requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations

may be made to enable qualified individuals with disabilities to perform the essential functions.

Education and Experience

Experience: Recent college graduate and/or up to two years of progressively responsible professional engineering experience in the design and construction of irrigation, drainage, reclamation and flood control facilities.

Education: A Bachelor's degree from an accredited college or university with major course work in civil or agricultural engineering with emphasis on soil and water engineering.

License Certificate Registration Requirement:

Driver License: Possession of a valid California Class C Driver's License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates.

Possession of a valid and current Engineer in Training Certificate (EIT).

Necessary Special Requirements

Provide two acceptable forms of identification for proof of citizenship.

Pass a physical and chemical examination upon the offer of employment, but prior to the time of hire.

Knowledge of

Principles and practices of civil engineering with particular emphasis on the design and construction of water conveyance, storage and distribution, flood control, and other related hydraulic systems; Principles of engineering economics and their practical application to water conveyance, storage and distribution, flood control, and related hydraulic projects; Principles of hydraulics and hydrology; Principles of soil mechanics, soil-water-plant relationships, irrigation scheduling, water conservation and efficient water management practices; Principles of land surveying, Subdivision Map Act, rights-of-way, and writing, preparing and interpreting legal descriptions; Laws, rules, ordinances, and legislative processes governing water rights, water development, water quality and permitting of such water activities;

Public finance, budget development and fiscal controls, and capitol improvement and fiscal planning; Contract development and administration; Principles and practices of water supply development, local water problems, including their relationships to State and regional plans; Principles of organizational management, planning, staffing, supervision, and employee development; Principles and practices of personnel administration; Use of word processing, spread sheets, data base, email and other computer uses.

General Abilities

Plan, organize, manage, and develop District engineering functions, particularly as they affect irrigation, flood control, water distribution system development, water conservation, water pollution, and wastewater treatment; prepare and carry out personnel, budgeting, and training activities as they relate to District engineering staff; coordinate District engineering functions with District activities and services; develop long-range capitol improvement plans; prepare and monitor budgets; oversee the development of plans, specifications, and District engineering standards; ensure proper completion and inspection of major construction projects; direct the preparation and review of engineering studies and reports; use computer systems and software packages related to engineering analysis and functions; effectively represent the District's engineering functions with the public, other government agencies, contractors, developers, and professional engineering consultants; establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.

Typical Physical and Mental Abilities

Operates, in a sitting position, various office machines. Use of calculators, typewriters, and computers require sitting for prolonged periods of approximately 5 to 7 hours or more per day; use hands and fingers to grip and grasp and to manipulate books, instruments and equipment used in the performance of duties. These functions are intermittently performed for brief to moderate periods ranging from 5 to 10 minutes or more for daily totals between 5 to 7.

Communicates orally with staff and customers in face-to-face and one-on-one settings. Uses a phone for communication with staff on an as-needed basis; requires continuous use of normal to corrected normal hearing and vision; twisting of the wrists and elbows may be performed in conjunction with reaching, bending, lifting, grasping, and gripping; tasks may be repetitive in nature for periods of 30 to 40 minutes or more for 5 to 7 hours total; standing will occur intermittently with walking, sitting, kneeling, squatting, and climbing; intermittent walking for brief to moderate durations for a total of 1 to 2 hours daily. Walking surfaces will generally be concrete or a similar relatively smooth material however, when working under field conditions the walking surface may often be irregular, sloping, wet or dry, and smooth to broken.

In performance of inspection and/or while performing water measurement or surveying the employee will find it necessary to kneel, squat, bend, carry, and climb intermittently for up to 20 to 40 minutes per day on a variety of work surfaces including dirt, pavement, and metal and may occur on sloping and narrow surfaces requiring a great deal of balance; movements such as, pushing/pulling, twisting, stooping, lifting, carrying, are frequently performed and will each total approximately 2 to 4 hours per day. These movements will generally be performed in conjunction with one or more of the others; twisting of the wrist and elbows, the upper torso and knees and ankles will occur when the employee performs routine inspection tasks; bending of the wrists may be repetitive in nature for brief to moderate periods of 10 to 15 minutes; bending of the knees and ankles will total approximately 6 to 8 hours, with intermittent, brief to continuous movement, occurring throughout the work shift; stooping or bending at the waist may be performed while the employee is in a great many positions, including standing, kneeling, and squatting and the duration of such movement range from 5 to 15 minutes at each occurrence.

The employee may hand-carry items over a variety of surfaces ranging from smooth and level to sloping and broken, dry to wet in order to perform survey or inspection work. Distances traveled will normally exceed 250 feet and on occasion up to as much as one-quarter of a mile. Gripping and grasping will primarily be of a firm nature for brief to moderate durations ranging for up to minutes at each occurrence, for a total of 1 to 3 hours; intermittent finger manipulation and some fine finger dexterity movements when using survey equipment, the phone and radio and to complete written reports. Such movements will total about 2 to 3 hours per day.

The essential duties and other contents of this job description, and the responsibilities, duties, and requirements for acceptable performance have been explained to me and I understand them. I further understand that it is impossible to identify all the duties and expectations for the position and realize that my daily assignments may vary according to District needs.

Employee Signature

Date: _____