



Classification Unit:	<b>Management/Confidential/Professional</b>
Salary Range:	<b>M74</b>
Last Revision:	<b>August 2015</b>

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## **DEPUTY DISTRICT ENGINEER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in this position. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

Under the direction of the District Engineer, perform a variety of professional civil engineering work in the planning, design, construction, operation, maintenance and repair of District facilities related to water supply, distribution and treatment. Activities include technical support of District operation, maintenance and compliance and other work as required. This is an emergency response position which requires the ability to be on-call.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives immediate supervision from District Engineer. May provide technical supervision of Engineer, Engineering Technician, and Water Resources Technicians.

### **ESSENTIAL FUNCTION STATEMENTS**

Essential responsibilities and duties may include, but are not limited to, the following:

- ❖ Responsible charge for a variety of water resource and water supply evaluations and assessments, water treatment, water transmission and water distribution systems and their operations and maintenance, including:
    - Ongoing activities and responsibilities related to San Benito County groundwater, surface water and imported water supplies, operation and maintenance of Hernandez Dam and Reservoir, Paicines Dam and Reservoir, San Benito River diversion facilities, Paicines Canal, Hollister Conduit, including San Justo Dam and dike, San Juan lateral, the San Felipe Distribution System (approximately 150 miles of high pressure pipeline and four pumping plants) and other District facilities.
    - Water resources and water supply activities include implementation of Groundwater Management Plan policies, programs and projects, water supply assessment(s) for developments within the District's service areas, flood
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control and drainage activities. Current major activities include the development of the Groundwater Management Plan Programmatic Environmental Impact Report addressing waste disposal issues and water distribution throughout northern San Benito County. This is a cooperative program with other water and wastewater agencies.

The District's water resource activities include development and implementation of a water resource and water quality database for San Benito County in cooperation with San Benito County and other regional governmental and regulatory agencies. Other water resource activities include the District's Annual Groundwater Report and maintenance and enhancement of groundwater modeling programs.

- ❖ Responsible for contract management for consulting services and contract administration and management of construction contracts.
  - ❖ Providing technical support to District operation and maintenance personnel in the installation, construction, maintenance and repair of District canals, pipelines, roads, pumping plants, drainage facilities, etc. Major operation and maintenance programs underway or to be initiated include upgrading the District's SCADA System and upgrading the District's water measurement and water metering equipment to meet the District operational needs and the requirements of the United States Bureau of Reclamation with respect to overall water measurement accuracy.
  - ❖ Responsible for the implementation of District commitments to local and regional water resource programs including groundwater treatment and treated effluent reuse.
  - ❖ Reviews studies, plans and environmental impact statements for proposed public and private programs and projects for impacts on District programs, projects and policies, rules and regulations.
  - ❖ Provide information to agencies, engineering firms, landowners and other related to District standards and approval procedures for right-of-way and encroachment permit requests.
  - ❖ Provide information to landowners, engineers and others related to District standards and procedures for the design and construction of facilities to be connected to District facilities.
  - ❖ Perform general engineering work, surveys and inspections.
  - ❖ Research files and records; prepare reports, analyses and correspondence.
  - ❖ Perform engineering computations and gather design data for various engineering projects.
  - ❖ Prepare and revise detailed drawings, maps and schematics from sketches and/or verbal instructions.
  - ❖ Analyze and refine field data, prepare estimates of materials and quantities and develop plans, profiles, maps and drawings for construction, maintenance and repair projects.
  - ❖ Prepare requests for proposals, specifications for construction contracts and procurement contracts.
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- ❖ Prepare comprehensive technical analyses and reports, budgets and informational data for District projects and programs.
- ❖ Design of pipelines, pipeline structures, drainage facilities, roads and canal structures and embankments.
- ❖ Inspects construction work by others of encroachments on District or USBR Hollister Conduit Rights-of-Way for compliance with standards, specifications permits and/or other approval documents, drawings and agreements.
- ❖ Perform hydrologic measurements along District canals, San Benito River, Tres Pinos Creek and other streams, channels and structures.
- ❖ Perform pump efficiency and pump flow tests, assist in sounding of various reservoir and other water-way facilities.
- ❖ Provide technical support of operation and maintenance personnel in the installation, construction, maintenance and repair of District canals, pipelines, roads, drainage facilities, etc.
- ❖ Provide technical assistance to operation and maintenance personnel in water measurement, metering and meter repair activities.
- ❖ Review operational procedures including computerized data gathering and operations systems and recommend changes and improvements to those systems.
- ❖ Assist District Engineer and engineering and technical consultants retained by the District as requested.
- ❖ Serves as member of the "On-Call Supervisor" team.
- ❖ May work irregular hours and respond to emergency conditions.
- ❖ Other duties as required.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- ❖ Civil engineering principles and practices with emphasis on flood control, water quality and water supply.
- ❖ Environmental engineering principles, practices and methods.
- ❖ Principles of hydraulic engineering related to flood control, water quality and water supply.
- ❖ Engineering mathematics and economics.
- ❖ Construction methods, materials and equipment.
- ❖ Principles and methods of statistical analysis.
- ❖ Computer programs and languages and their engineering applications.

### **Ability to:**

- ❖ Apply knowledge of civil engineering including pipeline design, hydraulic analysis, structural design, hydrology and surveying.
  - ❖ Anticipate technical problems and develop solutions.
  - ❖ Prepare clear and concise reports and presentations; communicate effectively orally and in writing.
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- ❖ Effectively represent the District, its projects, programs and policies with landowners, customers, the public and other agencies.
- ❖ Follow instructions, work independently and cooperatively with others.

**Experience and Training Guidelines:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Experience: Five (5) years of increasingly responsible work experience in professional engineering in water resources, water supply, water transmission and water distribution.

Training and Registration: Possession of a Bachelor of Science Degree in engineering from an accredited college or university. Civil Engineering registration in the State of California.

**WORKING CONDITIONS**

**Environmental Conditions**

Office environment; exposure to computer screens; and field environment; travel from site to site; work in or with water; access and work in confined spaces and high areas; work in or around deep or fast moving waters; exposure to noise, dust, grease, smoke, fumes, gases, inclement weather conditions.

**Physical Conditions**

Ability to work in a standard office environment with the ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 70 pounds; exposure to noise, outdoors, vibration, confining work space, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

**SPECIAL REQUIREMENTS**

Possession of a valid California Driver's License, Class C, as issued by the State of California Department of Motor Vehicles; and a driving record acceptable to the District's auto insurance provider.

Obtain and maintain defensive drivers training certificate (training provided by the District).

Obtain and maintain CPR and First Aid training certificate (training provided by the District).

Approved: August 2015

By: Jeff Cattaneo  
District Manager

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