



COACHELLA VALLEY
WATER DISTRICT

**Civil Engineers- Associate/Assistant Level
Sanitation/Non-Potable & Stormwater/Irrigation**

\$88,968.00 - \$147,540.00- Annually

***Anticipated 6.5% Cost of Living Increase January 1, 2023**



Koff & Associates
A Gallagher Company



ABOUT THE DISTRICT

CVWD was formed in 1918 to protect and conserve local water sources. Since then, the District has grown into a multifaceted agency that delivers irrigation and domestic (drinking) water, collects and recycles wastewater, provides regional storm water protection, replenishes the groundwater basin and promotes water conservation.

CVWD is a special district established by the state legislature and governed by a 5-member Board of Directors elected to 4-year terms by district voters. Each director represents a division of the district, but is elected at-large by all voters. The Board of Directors sets policy and represents the ratepayers.

Coachella Valley Water District first ventured into providing drinking water to Coachella Valley residents in 1961, when it took over the operations of 2 privately held water companies. At the time it served only 1,100 active water meters. Today, the district is the largest provider of drinking water in the Coachella Valley.

THE COMMUNITY

The valley contains the resort cities of Palm Springs and Palm Desert, as well as Rancho Mirage, Indio, Coachella, La Quinta, Indian Wells and Cathedral City altogether. With more than 350 days of sunshine per year and the warmest winters in the western US – though summer can be quite hot – recreational hiking and horseback riding are popular in the many canyons in the mountains that surround the valley. Roughly 125 golf courses blanket the area, making it one of the world's premier golf destinations and is the most popular golf vacation destination in California.

The area is also dotted with casinos run by local Indian tribes as well as resort hotels and spas with natural mineral water wells, making it a vacation destination as well. The Palm Springs Aerial Tramway takes visitors from the valley floor to the San Jacinto Peak mountain station 8516 feet (2595 m) above sea level.

Palm Springs is home to one of the country's largest collections of mid-century architecture. Thousands of homes, apartments, hotels, businesses and other buildings were designed in this fashion across the city.

THE POSITIONS

Assistant OR Associate Engineer - Sanitation/Non-Potable

Under direction, performs complex professional engineering work related to the design and construction of District sanitation facilities and pipelines. Provides project supervision over engineering staff assigned to projects.

EXAMPLES OF DUTIES

ESSENTIAL FUNCTIONS:

- Prepares and performs contract administration of sanitation construction projects, treatment plants, pipelines and other related projects. This includes executing contract summaries, negotiations in changes of contract scope, monitoring design costs and overall project budget and resolution of claims, disputes and outstanding issues.
- Performs project management on district sanitation related construction projects.
- Maintains quality assurance of consultant's designs, drawings and specifications to district requirements. Ensure that the inspection and quality assurance is performed on the construction and that project is completed within budget and on schedule.
- Maintains documentation for both contract administration and project management that includes correspondences, meeting minutes, requests for information, submittal reviews and other activities on the construction project.
- Prepares plans and specifications for construction projects.
- Prepares studies for planning of new facilities.
- Coordinates survey, operations, inspections, consultants and others pertaining to sanitation projects.
- Uses computers to prepare spread sheets, analyses, simulations and process control.
- Gathers and compiles raw data and related information for the preparation of reports and studies.
- Provides lead supervision with Junior and Assistant Sanitation engineers.

Assistant OR Associate Engineer - Stormwater/Irrigation

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

EXAMPLES OF DUTIES

ESSENTIAL FUNCTIONS:

- Plans, designs, and constructs Irrigation, Drainage, and Stormwater facilities.
- Performs project management and contract administration of Irrigation, Drainage, and Stormwater facilities including the canal system, the Irrigation distribution system, the stormwater channel and tributaries, and related facilities. This includes preparation of bidding documents, budgets, Board authorizations and presentations, schedules, contract summaries, negotiations in changes in contract scope, resolution of claims, and other related items. Performs presentations to the general public as needed.
- 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.
- In coordination with the Development Services branch 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 CVWD's existing irrigation distribution and stormwater system.
- Reviews 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.
- Helps perform inspections of the canal, distributions and drainage system, and stormwater system in order to determine replacement needs of the facilities.
- Reviews hydrology, hydraulic, sediment, and geomorphology reports submitted for proposed developer projects. Coordinates and manages on-call consultant for stormwater hydrology and hydraulic reviews.

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. Possession of a valid certificate of registration as a Certified Construction Manager (CCM), or must obtain a CCM registration within three years of hire.

Assistant: Possession of a valid Engineer in Training Certificate.

Associate: Possession of valid License as a Professional Engineer 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 is qualifying. A typical way would be to have 5 years of increasingly responsible sanitation facilities experience. Bachelor of Science in Civil Engineering or related field from an accredited college or university.

COMPENSATION & BENEFITS

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At the Coachella Valley Water District, we offer the following exceptional benefits to all of our full-time employees:

- **Medical Coverage for the employee and their family:** Employee has the choice of a HSA, PPO or one of two HMO plans. Premiums are partially paid by the District.
- **Dental Plan and Vision Plan:** Both Dental and Vision coverage are provided for District employees and their dependents. Premiums are partially paid by the District.
- **Life Insurance at no cost:** Life insurance is provided for the employee for 1 ½ times their annual salary with a minimum of \$50,000 of coverage and a maximum of \$350,000 in coverage. The employee's spouse and child(ren) are also offered a policy of between \$500 - \$2000 in coverage free of charge.
- **Public Employees Retirement System (PERS):** The Coachella Valley Water District participates in the 2.5% @55 PERS Plan for those who meet the definition of Classic Members in PERS. Classic members currently pay 8% towards PERS retirement on a pre-tax basis. Effective January 1, 2013, new members to PERS participate in the 2% @62 program and new employees pay one half of the normal cost towards PERS retirement on a pre-tax basis.
- **Social Security:** The District participates in Social Security.
- **Deferred Compensation:** Three different deferred compensation plans are offered to District employees.
- **Long Term Disability Insurance:** Paid for by District employees.
- **Holidays:** 13 per year (8 set holidays, 40 hours floating holiday time)
- **Vacation:** 80 hours per year earned for the first five years of service, 120 hours per year earned for year six through year ten, 160 hours per year earned thereafter
- **Alternative Work Week:** Employees in some departments have the option to work a 9/80 schedule where the employee works 9 hours a day and has every other Friday or Monday.
- **Sick Leave:** District Employees accrue 96 hours of sick leave per year
- **Safety Shoes and Uniforms:** Both safety shoes and uniforms are provided by the District when required by the hazards of the job.
- **Educational Reimbursement:** District Employees are reimbursed up to \$3,000 per fiscal year for approved courses. \$6,000 per year is reimbursable for upper division courses in an approved degree program.

APPLICATION AND RECRUITMENT PROCESS

The final filing date is December 9, 2022

To be considered, please electronically submit your resume, cover letter, and a list of three (3) professional references (references will not be contacted in the early stages of the recruitment) [here](#).

Resumes should reflect years and months of positions held, as well as size of staff and budgets you have managed. If you have additional questions, please contact the Recruiter:



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