



COACHELLA VALLEY
WATER DISTRICT

Associate Civil Engineer Assistant Civil Engineer Stormwater/Irrigation &

Sewer Collection, Wastewater Treatment, Non-Potable Water



Koff & Associates
A Gallagher Company



COACHELLA VALLEY

The Coachella Valley (Valley) has nine diverse cities: Palm Springs, Cathedral City, Palm Desert, Rancho Mirage, Indian Wells, La Quinta, Desert Hot Springs, Indio, and Coachella, as well as portions of unincorporated Riverside County that have their own unique histories and personalities. The Valley is an alluring destination for both residents and tourists alike with year-round sunshine, low cost of living, and a variety of cultural activities. Lush golf courses, sensory spa treatments, excellent dining options, natural beauty, and an exciting nightlife combine to make the ultimate resort experience. The Valley is more than a destination, it has its own distinct vibe and lifestyle. The Valley is a desert in Southern California which extends approximately 45 miles in Riverside County, southeast from the San Bernardino Mountains to the northern shore of the Salton Sea. It is approximately 15 miles wide along most of its length and is surrounded by scenic, rugged mountains. To the north is Mount San Gorgonio; on the north and the east, the Little San Bernardino Mountains; to the west, the San Jacinto Mountains; to the south, the Santa Rosa Mountains; and to the east in the distance, the Chocolate Mountains. With more than 350 days of sunshine per year and the warmest winters in the western US, the Valley is recognized as the golf, tennis, and polo capital of the West. Recreational hiking and horseback riding are popular in the many accessible canyon and mountain areas. The Valley draws a significant numbers of leisure travelers with its variety of attractions and special events.

THE OPPORTUNITY

Are you looking for an exciting and stable opportunity for professional growth and enrichment? Come join our thriving and fast paced engineering department as an Associate Engineer or Assistant Engineer. CVWD is seeking a motivated self-starter with an ability to plan, scope, design, build, and operate many exciting capital improvement projects.

Civil engineers serving as Construction Managers in the industry manage construction but rarely, if ever, do they get involved in developing construction plans. Civil engineers serving as design engineers in the industry may help develop engineering construction plans, but they rarely get involved in managing a construction contract.

Civil Engineers serving the Coachella Valley at CVWD have the extremely unique opportunity to experience what it is like to do it all; identify a need, develop a plan of action to address the need, communicate the need to stakeholders, develop feasibility studies or preliminary design reports, define the scope of work required to develop construction plans and specifications, facilitate the acquisition of grants as needed, manage the construction contract, and see the project through commissioning.

A civil engineer at CVWD will engage with operations staff, Board members, regulatory agencies, local cities, the county, tribal agencies, Federal agencies, home owner's associations, city councils, community councils, and more. Whatever it takes to see a project through from envisioning to commissioning, that is what a civil engineer does here at CVWD. If you want to challenge yourself and take your professional engineering skills to the next level, working at CVWD is for you.

THE POSITIONS

Associate or Assistant Engineer - Sewer Collection, Wastewater Treatment, Non-Potable Water

Under direction, to plan, coordinate and schedule civil engineering work involved in the planning, design, construction of CVWD's Sewer Collection Systems, Water Reclamation Plants, and Non-Potable Water Infrastructure; and to do related work as assigned.

EXAMPLES OF DUTIES

ESSENTIAL FUNCTIONS:

- Prepares and performs contract administration of a variety of non-potable water, water reclamation and sewer collection capital construction projects and other related maintenance/improvement programs. This includes preparation of bid documents, Board authorizations, contract summaries, negotiations in changes of contract scope, monitoring design costs and overall project budget.
- Performs project management on non-potable water, water reclamation and sewer collection related construction projects. Maintains quality assurance of consultant's designs, drawings and specifications to CVWD requirements. Ensure that the inspection and quality assurance is performed on the construction sites, and that projects are completed within budget and schedule.
- Prepares accurate estimates of costs, time frames, project resources, and performs other activities related to project management.
- Researches, prepares, and reviews designs, plans, and specifications for the construction and installation of non-potable water, water reclamation and sewer collection components such as pipelines, pump stations, treatment facilities, and other appurtenances.
- Identifies deficiencies in non-potable water, water reclamation and sewer collection facilities based on research and communications with operation staff, and then prepares reports and technical memoranda describing the deficiencies with recommended corrective actions.
- In coordination with the Development Services branch and the Engineering Manager, meet with developers and outside engineers to discuss concepts and general requirements for new projects. Reviews proposed subdivision applications to determine conditions to be imposed by planning agencies.
- Helps prepare annual budgets for capital improvements for non-potable water, water reclamation and sewer collection facilities.
- Coordinates the application of state and/or federal loans and grants by coordinating activities with consultants, engineers, right of way, and other agencies in order to complete any and all applications.

Associate or Assistant 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, Agricultural Drainage, and Stormwater facilities.
- Performs project management and contract administration of Irrigation, Agricultural 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.

Associate: Professional Engineer License

Assistant: Engineering in Training Certificate

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 3-5 years of increasingly responsible sanitation facilities experience. Bachelor of Science in Civil Engineering or related field from an accredited college or university.

ATTRACTIVE BENEFITS PROGRAM

Associate Civil Engineers (\$113,628.00-\$157,128.00 Annually)
Assistant Civil Engineers (\$94,752- \$130,488.00 Annually)

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

Position open until filled and can close at any time.

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 projects you have led or overseen. If you have additional questions, please contact the Recruiter:



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