



Santa Fe Irrigation District

Invites applications for...

Engineering Assistant

Salary: \$18/hour

**Job Type: Limited Term, Non-Benefited,
At-Will**

**Application Deadline: Open until filled.
First Application Review: 8/18/17**



**District
Administration
Building**

The District is currently seeking a technically qualified and self-motivated individual to serve as an Engineering Assistant in the District's Engineering Department. The Engineering Assistant will provide support in a wide range of Department activities for approximately ten (10) months from initial appointment date. One of the first activities will involve the use of the District's Geographic Information System (GIS) software. Therefore, knowledge and the ability to utilize GIS software is highly desirable. The capability to utilize the Microsoft Office Suite (Word, Excel, Outlook) is also desirable. The ideal candidate has or is currently pursuing, an engineering degree in Civil or Environmental Engineering or related field.

The Engineering Department is responsible for water supply and infrastructure replacement planning, management of the design and implementation of Capital Improvement Projects, management and support of development activities, and provision of utility mark-out services in order to protect existing District Assets. The Engineering Assistant position will be a helpful part of the Engineering Team.

Definition

To perform technical field and office duties in support of developer and District initiated planning and construction activities; to assist customer in understanding District policies, procedures and standards; and to prepare and provide estimates for water service.

Essential Duties

- Assists customers, developers, engineers, and contractors either by phone or in person, regarding questions on property/capacity requirements for water, policies and procedures; researches and assists with the resolution of related problems.
- Provides information and explains District policies, rules and regulations related to property development and services.
- Coordinates with local Fire departments and other entities associated with the developer review process; reviews requests for services and other developer submittals for conformance with District requirements.
- Prepares and assists with updates and revisions to engineering maps and drawings related to a variety of capital improvement projects.
- Prepares and monitors water service orders from initial sign up to installation; creates estimates for District billing including water service quotations, plans and specifications for District jobs, developer project billings, District estimates for work to be done, and project deposits; coordinates capacity fee financial reports with Administrative Department.
- Maintains District documents relative to development projects.
- Coordinates activities with outside agencies to ensure District projects are planned in conjunction with road improvement projects.
- Assists with property management functions; checks building permit site plans for conflict with District easements and provides assistance in the preparation of quit-claim documents.
- Performs technical duties in support of property right activities including researching and reviewing legal descriptions of parcels, street location, property rights, and easements and obtaining appraisal on value of property and registering property with County.
- Coordinates updates and corrections to District maps and drawings of utility schematics from as-built drawings.
- Provides support for field inspection services to confirm that construction activities comply with procedures and standards.
- Supports utility mark-out activities as required to protect existing District assets.

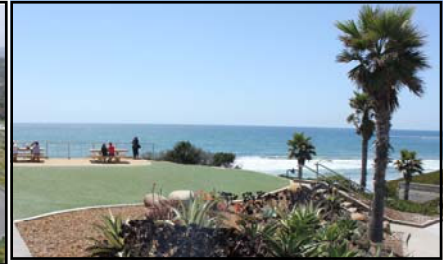
Desirable Qualifications

Equivalent to an Associate's Degree with major course work in Engineering, or related field.

Hours of Work

The desired work schedule is 40 hours per week, however there is flexibility.

A complete job description is available on our website, www.sfidwater.org.



About the District

This is a unique opportunity to work in one of the most picturesque areas in the State of California. Located in North San Diego County, the Santa Fe Irrigation District provides water to over 19,000 residents located within the beautiful coastal City of Solana Beach and the scenic rolling hills of Rancho Santa Fe and Fairbanks Ranch. The District's infrastructure includes a 40 MGD water treatment plant, an 800 acre foot reservoir that is jointly owned with the San Dieguito Water District, and over 150 miles of distribution pipelines. In addition to imported water supplies, the District utilizes local water supplies from Lake Hodges. The District also purchases recycled water from the San Elijo Joint Powers Authority to supply customers in the western portion of the service area.

Mission Statement

The Mission of the Santa Fe Irrigation District is to efficiently provide its customers with safe and reliable water.

Vision Statement

Santa Fe Irrigation District will be recognized for:

- Effectively managing our water supply portfolio to meet changing demands and availability of water supply.
- Building, maintaining and operating an infrastructure to maximize asset value.
- Maintaining a superior and stable workforce.
- Establishing rates and charges based on cost of service principles.
- Providing essential customer service and public information.

Employee Benefits

- CalPERS Retirement: 2% of final compensation at age 60 or 62 (depending if the employees is considered a "New Member" as defined pursuant to AB 340 or not) x years of service
- A 9/80 work schedule, where employees work 80 hours over 9 days & enjoy 1 day off every 2 weeks
- Paid Sick Leave
- Paid Holidays
- Workers' Compensation

To Apply

To be considered an applicant for this position, a completed District application must be submitted before the position is filled. Applications can be obtained from our website at www.sfidwater.org, in person between the hours of 7:30am-5:00pm Monday-Thursday (and until 4pm on the Fridays we're open) at 5920 Linea Del Cielo, Rancho Santa Fe, CA 92067, or by calling 858-227-5806. Completed applications can be submitted by mail to P.O. Box 409 Rancho Santa Fe, CA 92067, fax to 858-756-0450 or e-mail to hr@sfidwater.org.

The Human Resources Department will assess applications. Those applicants who best match the requirements for the position may then be scheduled for testing &/or interviewing. After all qualified applicants have been interviewed, a selection may be made & a conditional offer of employment may be extended. All offers of employment are contingent upon passing a pre-employment background check, a reference investigation, & a physical examination, which could include a drug screening. Individuals selected for employment will also be required to present documentation establishing personal identity & the legal right to work in the United States on the first day of employment & serve a 6-month probationary period.—If you are disabled & need an accommodation to participate in the recruitment process, please notify Human Resources.—The information contained in this notice does not constitute an expressed or implied contract. Any provision in this notice may be modified or revoked without notice.

Equal Employment Opportunity