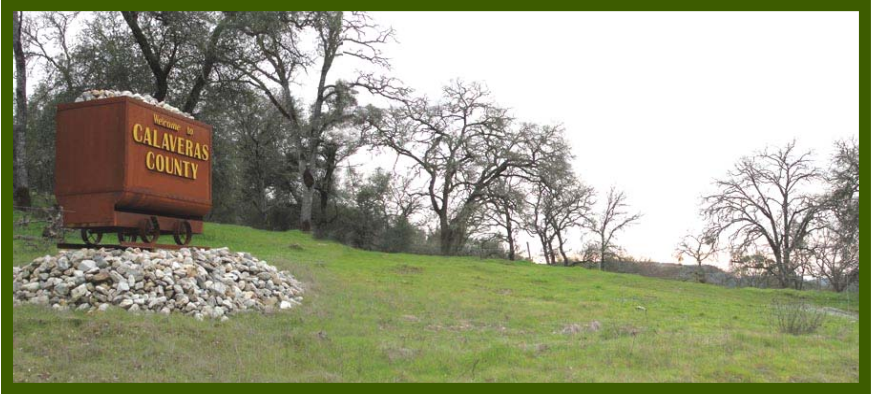


# Calaveras County Water District

is seeking candidates for the position of  
**District Engineer**



## **JOIN A SUCCESSFUL CALIFORNIA WATER DISTRICT**

Under the Direction of the General Manager, the Calaveras County Water District is dedicated to the implementation of sound personnel systems to attract, develop and retain a diverse, well-qualified and professional workforce.

### **THE ORGANIZATION**

The Calaveras County Water District (CCWD) is located in San Andreas, CA and provides water and wastewater services for approximately 17,000 customers in communities within Calaveras County, which is located in the Central Sierra Nevada foothills in the northeastern portion of the State of California. Our boundaries encompass approximately 1,100 sq. mi. ranging from the San Joaquin Valley to the west, to the Sierra Nevada Mountains in the east.

CCWD is governed by a 5-member Board of Directors who are elected by local voters to 4-year terms. The day-to-day management of the District is delegated to the General Manager and other staff of the District.

The District currently employs 67 employees, of whom 46 work in Operations and 21 in Accounting, Engineering, Finance, Customer Service, and Administration.

## **THE POSITION**

Calaveras County Water District provides water to the entire County and operates three water treatment plants, 13 wastewater treatment plants and approximately 400 miles of pipelines and related infrastructures.

The position of District Engineer reports directly to the General Manager and will be responsible for planning, organizing, directing and reviewing the activities and operations of all District engineering functions, activities and projects.

### **Responsibilities and job duties include:**

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department
- Prepares and administers the department's budget including capital improvement projects and other expenses
- Plans, organizes, administers, reviews and evaluates department staff
- Manages and directs the implementation of projects, programs and responsibilities assigned, including engineering design documents, negotiation and implementation of agreements and contracts, development of grant funding or other funding by outside agencies or organizations
- Develops work plans; assigns work activities, projects and programs; monitors workflow; reviews and evaluates work products, methods and procedures
- Directs, plans, oversees the design, construction and implementation of complex water and wastewater projects
- Provides for the selection, training, professional development and work evaluation of department staff; authorizes discipline when necessary; provides policy guidance and interpretation to staff
- Oversees, manages and directs the work of outside contractors, consultants and developers observing all applicable District policies and procedures; reviews and evaluates work products and/or services for compliance with District's objectives
- Represents the District to outside groups and organizations; makes presentations to the Board of Directors and outside organizations
- Researches and prepares technical and administrative reports and studies; prepares and directs the preparation of written correspondence, procedures and other written materials
- Performs other duties as assigned

(Please see job description for details)

## **CHARACTERISTICS AND QUALIFICATIONS**

### **OF THE IDEAL CANDIDATE**

The ideal candidate will be a confident, self starter, results-oriented individual who is eager to assume the engineering responsibilities for the District and possesses knowledge of local water district operations and projects (i.e., water treatment, pumping plant, wastewater treatment plant, pipeline design and construction experience). The District Engineer will have a strategic vision and foresight to plan, communicate and implement projects to serve customers throughout the District as well as the knowledge, skills and abilities in:

- Project management including capital improvement projects
- Permitting and compliance
- Master planning
- Engineering design and review
- Development planning in coordination with the County
- Grant program development and management

The successful candidate will have Professional Engineering registration from the State of California with at least 10 years of increasing responsibility in engineering, planning or management including a minimum of 5 years of management/supervisory experience and a Bachelors degree with major course work in civil engineering or related field; Masters degree in a similar field is highly desirable.

## **COMPENSATION AND BENEFITS PROGRAM**

**Compensation:** The current monthly salary range is \$8,863 - \$11,891. Compensation at the time of employment will be determined by the qualifications and experience of the candidate.

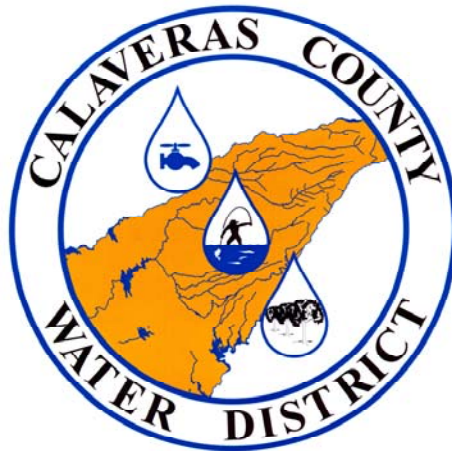
**Benefits:** Calaveras County Water District offers an excellent benefit package that includes membership in PERS (2.7% @ 55; the District currently pays the employee contribution); health, dental, vision and life insurance plans, as well as paid leave benefits.

## **APPLICATION PROCESS AND RECRUITMENT SCHEDULE**

Submit a completed application and resume to: HR, Calaveras County Water District, P.O. Box 846, San Andreas, CA 95249 or email: [jillp@ccwd.org](mailto:jillp@ccwd.org)

Upon receipt, all applications/resumes will be screened in relation to the criteria outlined in this brochure. Applicants determined to have the most relevant qualifications will be contacted for a preliminary telephone interview. Those applicants determined to be the most qualified will then have the results of the preliminary interviews provided to the General Manager. Selected applicants will then be invited to an Oral Panel interview. This recruitment will remain open until filled.

Telephone calls regarding this recruitment should be directed to Jill Peltier, HR Manager, (209) 754-3015.



[www.ccwd.org](http://www.ccwd.org)