



Heritage Ranch Community Services District

4870 Heritage Road, Paso Robles, CA 93446

(805) 227-6230 ~ Fax (805) 227-6231

www.heritageranchcsd.ca.gov

EMPLOYMENT OPPORTUNITY

District Engineer

Opening Date: July 1, 2021

Closing Date: September 1, 2021

DEPARTMENT: Administration

FLSA: Exempt

SALARY RANGE: \$54.17 - \$65.84 hourly

\$9,389 - \$11,412 monthly

\$112,669 - \$136,949 annually

Excellent benefits including medical and retirement through CalPERS.

THE DISTRICT:

The Heritage Ranch Community Services District (District) provides water and wastewater services within our service boundary, as well as solid waste collection services through a franchise agreement. The District is currently supported by a staff of seven; five in Operations and two in Administration.

The District water source is from Nacimiento Reservoir via intake and treatment facilities downstream of the dam on the southerly bank of the Nacimiento River. The District wastewater discharges to an unnamed drainage tributary to the Nacimiento River and is authorized under a NPDES Permit and Discharge Order.

THE POSITION:

The District is seeking a District Engineer with strong technical and administrative experience. The ideal candidate will have outstanding interpersonal skills that fit within our team, organizational goals, and will contribute to the progression of the District.

Under general direction, plans, manages, and oversees any and all engineering related activities; works alone or with the General Manager and/or consulting engineers in planning, design, construction, and inspection of District facilities and capital projects; program and project management; coordinates assigned activities with outside agencies; performs advanced level professional engineering work; provides highly responsible and complex technical and administrative support to the General Manager; and performs related work as required.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only):

- Researches, analyzes, writes, and presents a variety of technical reports relating to current and long-range District projects; interprets technical reports for non-engineering personnel, Board members, and others; prepares and presents staff reports and other necessary correspondence.
- Conducts studies to assist in determining plans, designs, and costs of engineering projects; makes technical engineering computations; prepares reports and recommendations outlining cost/benefits of alternative project proposals.
- Prepares or directs preparation of requests for proposals, bid documents, construction plans, specifications, and contracts; conducts pre-bid conferences to discuss District requirements; reviews bids/proposals and recommends bid awards; monitors and coordinates construction contracts.

Heritage Ranch Community Services District Employment Opportunity – District Engineer

- Prepares requests for qualifications for professional services and conducts pre-proposal conferences to discuss District requirements; reviews proposals and recommends awards; monitors and coordinates professional services agreements.
- Prepares and/or directs District engineering projects.
- Reviews, approves and signs plans for development projects.
- Represents the District to outside agencies, organizations, and elected officials.

EMPLOYMENT STANDARDS:

Education & Experience: Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Graduation from an accredited four-year college or university with a bachelor's degree in Civil Engineering or a closely related engineering field (Job-related professional level civil engineering experience may be substituted for the required education on a year-for-year basis); **AND**

One year of professional level civil engineering, traffic engineering, or land surveying experience. (Possession of a master's degree in Civil Engineering or a closely related field may be substituted for the required experience.); **AND**

Two years of specialized professional level civil engineering experience serving as project leader or resident engineer or similar role.

Licenses and Certifications:

- A valid **CALIFORNIA** driver license is required at the time of appointment and must be maintained throughout employment.
- Possession of a valid Certificate of Registration as a Civil Engineer issued by the California State Board of Registration is required at the time of application and must be maintained throughout employment.

SELECTION PROCEDURE:

Applications received by the filing date will be reviewed for accuracy, completeness, & job-related qualifications. A limited number of persons whose applications clearly demonstrate they most closely meet the requirements will be invited to participate in the selection process. Appointment is subject to successfully passing an oral interview, written test, and background check. A pre-employment physical including drug screening is required. Before starting work, applicants must present documentation of their identity, authorization to work in the U.S., and a valid California Driver's License. The provisions of this bulletin do not constitute a contract expressed or implied and may be revoked without notice.

APPLICATION PROCESS:

A full job description and application may be obtained by email by calling (805) 227-6230, or on our website at www.heritageranchcsd.ca.gov.

Applications must be complete and received in the District Office by US mail or via email to contact.us@heritageranchcsd.ca.gov. Faxes are not accepted. Resumes will not be accepted in lieu of a completed application but may be attached. All statements made on the application are subject to verification; false statements will be cause for disqualification or discharge.

Additional information may be found on our website, www.heritageranchcsd.ca.gov.