



Humboldt Community Services District Seeks an Assistant, Associate, or District Engineer DOQ



WHO WE ARE

Founded in 1952, Humboldt Community Services District (District) proudly serves the residential and commercial water and sewer distribution needs of the unincorporated communities surrounding the City of Eureka commonly referred to as Cutten, Myrtle town, Rosewood, Pine Hill, Humboldt Hill, Freshwater, Mitchell Heights, King Salmon and Fields Landing. With 21 employees and a current annual operating budget of \$14.7 Million, the District provides essential services necessary to support operations including, accounting, billing, construction, customer service, engineering, maintenance and planning. The District derives all of its revenue from water and sewer

sales, with little or no State or Federal funding.

WHERE WE ARE

The District is situated along the spectacular Northern California coastline 280 miles north of San Francisco. Humboldt County is one of California's best kept secrets. The District's boundaries surround the City of Eureka's city limits, bordered on one side by the beautiful and functional Humboldt Bay, and on the other by mountains lush with giant redwoods, rivers and outdoor activities.



APPLICATION AND SELECTION PROCESS

This position shall remain open until filled. The District intends to fill this position as soon as possible.

To be considered for this position, candidates must submit a fully completed and signed District application, resume with salary history, three work-related references, and a cover letter explaining how you meet the profile to: [Humboldt Community Services District, Attn: Human Resources, 5055 Walnut Drive, Eureka, CA 95503](mailto:HumanResources@humboldtcsd.org)

Application packages may also be faxed confidentially to (707) 443-1490 or via email to bfranklin@humboldtcsd.org.

Only candidates with the most relevant qualifications will be invited to participate in the selection process.

Selection Procedures: Application packets will be reviewed upon receipt. Candidates with qualifications best meeting the needs of the District will be invited to participate in an interview process. The District will make the final decision regarding a candidate's eligibility. All applicants will be notified by email or regular mail regarding further participation in the selection process. Travel costs are at the applicant's expense. Applicants considered for appointment will be required to undergo a thorough background investigation.

EQUAL EMPLOYMENT OPPORTUNITY/REASONABLE ACCOMMODATION:

The HCSD is an equal opportunity employer and does not discriminate on the basis of race, religion, national origin, ancestry, gender, marital status, sexual orientation, age, disability or on any other non-merit factors in its process of recruitment, selection, promotion, or other conditions of employment. In accordance with the Immigration Reform Act of 1986, the HCSD must verify, once an employment offer has been made, that all persons have written proof of their right to work in the United States. All potential District employees must complete a required pre-employment physical examination, and have a satisfactory driving record.

Humboldt Community Services District (HCSD)
P.O. Box 158, Cutten, CA 95534
5055 Walnut Drive, Eureka, CA 95503

Tel: (707) 443-4558
Fax: (707) 443-1490
website: www.humboldtcsd.org

OVERVIEW OF THE POSITION

The Engineer series at HCSD includes the Assistant, Associate, and District Engineer classifications. Currently, the District maintains one position in the Engineer series at a time. The role of this position is to provide complex administrative support to the General Manager overseeing the District's engineering activities and services as well as leadership, planning, and coordination to other departments. Consideration of selecting an Assistant or Associate Engineer is to provide an opportunity of advancement for a strong pro-active individual with the expectation of advancement to the District Engineer classification.

The Engineer classification manages the District's Capital Improvement Program, water distribution and wastewater collections systems, and various engineering asset management projects and programs from evaluation through design and construction; supervises engineering technicians and other employees as required; coordinates activities with other District officials, departments, outside agencies, organizations, and the public.

TYPICAL DUTIES AND RESPONSIBILITIES

Performs detailed water and sewer facility design including drafting work (AutoCAD), prepares detailed construction estimates and budgets, maintains District compliance requirements, prepares Requests for Proposals, conducts feasibility studies and master planning, attends Board of Director meetings, and other duties as assigned. Responsibilities include planning and designing, project and operations management and inspection for water storage, transmission and distribution facilities and sewage collection, treatment and disposal facilities.

IDEAL CANDIDATE

This innovative professional will be highly analytical and possess strong problem-solving skills, able to troubleshoot issues and provide fail safe options, operate equipment, inspect facilities and conduct field operations. The Assistant, Associate or District Engineer will work in close partnership with the General Manager as well as various District staff.

The following are vital skills and competencies that the ideal candidate will demonstrate: knowledge of principles, methods, materials, and equipment used in professional engineering design, drafting, and inspecting water and sewer facilities including transmission and distribution systems, storage tanks, pump stations, treatment plants and facilities, and engineering alternatives to traditional capital facilities; industry construction methods and materials; hydraulic modeling; computer operations, software, and programs that assist engineering work; general understanding and knowledge of District, County, and State codes and ordinances including building and plumbing codes; communicate well both in writing and during public presentations; provide professional leadership and direction for the District Engineering Department.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Assistant Engineer - Possess sufficient experience and education to fulfill the duties of the position plus the equivalent of two years of practical experience in an engineering position and a Bachelor's degree in civil or mechanical engineering from an accredited college or university as well as certification as an Engineer in Training by the California Board for Professional Engineers, Land Surveyors and Geologists.

Associate Engineer - Possess sufficient experience and education as a professional engineer to perform the duties of the position plus the equivalent of four years of practical experience in an engineering position, and a Bachelor's degree in civil or mechanical engineering from an accredited college or university as well as registration as a Professional Engineer with the California Board for Professional Engineers, Land Surveyors and Geologists.

District Engineer - Possess sufficient experience and education to fulfill the duties of the position plus the equivalent of ten years of increasingly responsible professional level engineering experience that includes a minimum of four years of experience managing engineering operations or equivalent; Possession of a valid California driver's license to be maintained throughout employment; Possession of a valid license as a Professional Engineer issued by the State of California to be maintained throughout employment.

COMPENSATION AND BENEFITS

The Engineer classification is full-time, at-will, salary exempt.

Salary— The five-step salary schedule range for the Assistant Engineer is \$6,680 to \$8,120 per month; the five-step salary schedule range for the Associate Engineer is \$7,551 to \$9,179 per month; the five-step salary schedule range for the District Engineer is \$8,466 to \$10,688 per month.

Retirement— CalPERS Full Formula Plus Social Security. Qualifying Classic Members contract is 2% at 55 and employee pays their contribution of 7%. New Members known as PEPR (or previous Classic Members with a break in service of 6 calendar months or greater) contract is 2% at 62, and the current 7.75% employee contribution is paid by the employee. For PEPR employees, the contribution may change with each fiscal year to be at least 50% of the normal cost rate as determined by CalPERS.

Insurance—District paid coverage for employee consists of medical, dental, vision, life (one year salary), AD&D, Long and Short-Term Disability. Dependent coverage is available through a payroll deduction of \$20 per month premium co-pay.

Leave—Paid vacation accrues per pay period commensurate with service time; 12 paid holidays/year; 12 sick leave days/year with unlimited accrual; 5 days/year of administrative leave.

Other—Deferred compensation plan (CalPERS 457) and AFLAC available at employee expense

Although benefits have been reported as accurately as possible, there has been no warranty of complete benefit summary intended. All information provided is subject to the actual terms of the legal documents that control the benefit programs