



Posted: April 2021

THREE VALLEYS MUNICIPAL WATER DISTRICT

Assistant Engineer **\$69,231 - \$110,769/annually**

Closing date – Thursday, May 27, 2021

ABOUT THE DISTRICT: Three Valleys (the District) is a government agency that was formed by a vote of the people in 1950. It is one of the 26 member agencies of the Metropolitan Water District of Southern California (MWD) that is authorized to deliver wholesale water supplies from the Colorado River and northern California. The District gets its name from the three areas that it serves: the Pomona, Walnut and East San Gabriel Valleys. There are 14 cities and water agencies that are within the District's service area, which covers an area of 133 square miles and a population of 525,000. The District's annual budget is about \$60 million, with most of the total involved in the purchase and sale of water. A publicly elected, seven-member Board of Directors presides over the District.

ABOUT THE POSITION: The Assistant Engineer will multitask in performing a variety of duties responsible for the administrative and technical activities associated with water resource planning and the safe operation of the District's water treatment and transmission facilities. The Engineer will work a **full-time, 40-hour weekly schedule (10/4)**, with Friday/Saturday/Sunday as the normal off days. Periodic overtime may be required. This is an FLSA non-exempt position, subject to an introductory period of one year. The position reports to the Chief Water Resources Officer.

THE IDEAL ASSISTANT ENGINEER: The ideal candidate will enjoy working in a smaller environment with a supportive and professional team of coworkers. They will be self-initiated, self-reliant, and possess broad skills in the field of engineering. They will readily take ownership of assignments, have a sense of humor, be dedicated to their chosen field and be willing to do whatever it takes to get a job done. They will show respect for all business contacts, even those with differing views and abilities. They must enjoy the excitement of working on multiple tasks and show good judgment in prioritizing assignments.

TYPICAL DUTIES: Performs a variety of highly responsible, professional and complex assignments for the district, including providing technical support in construction, operations, and maintenance of spreading facilities equipment and assets that may be under the sole or cooperative management and supervision of the District. See Assistant Engineer job description for a more detailed list of duties.

POSITION QUALIFICATIONS AND REQUIREMENTS: This is an entry level position which requires graduation from an accredited college or university in Civil Engineering, Environmental Sciences, Environmental or Mechanical Engineering, Geography, Geology, Water Resource Management, Industrial Technology, or other related field; must have a valid California Class "C" driver's license. Must hold a California Engineer-In-Training (EIT) certificate.

DISTRICT BENEFITS: Three Valleys offers an excellent benefits package, including PERS 2% @62 retirement (2% @55 for PERS Classic employees), medical (90%-100% District-paid premiums for employee/dependents), dental and vision (100% paid premiums), sick and vacation leave accrual, paid holidays. A 457 retirement plan, flexible spending plan, AFLAC supplemental insurance and credit union services are also offered for voluntary participation. See detailed listing of district benefits.

Filing Procedure and Deadline: *Applicants may obtain an application packet by visiting our website at www.threevalleys.com or calling 909-621-5568.* Application may be submitted in person, by sending to: Three Valleys MWD, Attn: Kirk Howie, 1021 E. Miramar Ave, Claremont, CA 91711 or via email to: khowie@tvmwd.com. A completed District application must be submitted in order to receive consideration. **Applications must be received by 5:00pm on Thursday, May 27, 2021**

NOTE: The information contained in this job announcement is in abbreviated form. This is NOT an offer of employment and is NOT a complete list of the terms and conditions which affect District employment. Persons selected for employment will be required to pass a medical examination. They will also be required to present documents establishing personal identity and the legal right to work in the United States. Employment is contingent upon the successful completion of this process.



Three Valleys Municipal Water District Job Classification

Title: Assistant Engineer

Exempt: Non-Exempt

Annual Salary Range: \$69,231 - \$110,769

Summary

This position will be responsible for the administrative and technical activities associated with water resource planning and the safe operation of the District's water treatment and transmission facilities. This position will provide technical support in construction, operations, and maintenance of spreading facilities equipment and assets that may be under the sole or cooperative management and supervision of the District. Provides technical support to the Chief Water Resources Officer and other departments.

Supervision Received

- Reports to the Chief Water Resources Officer

Essential Functions

- Maintains statistical, census, climatic, demographic, water supply and water delivery data for planning, forecasting and special studies, for the District, or in cooperation with other member agencies
- Assists in the technical, operation, maintenance and construction of District water systems, hydroelectric plants, spreading grounds, and related facilities
- Coordinates construction and maintenance activities with District operations staff, consultants, contractors, regulators, and other agencies
- Assists in creating project updates and presentations for various meetings
- Performs research, conduct field work in the preparation of specifications, estimates, requests for proposals for the construction of a wide variety of projects related to water systems
- Conducts field inspections to check performance or conformity with plans and specifications
- Prepares, maintains and reports technical data related to project planning and the operation of the District's facilities
- Prepares / completes Grant Funding applications for capital, planning, and groundwater management projects
- Utilize GIS software to perform analysis of current operations and potential projects
- Acts as a liaison between Engineering and Operations
- Monitors changes in water quality regulations and determine impacts on the District's operations
- Performs cost analysis studies
- Assists in contract management
- Performs other related duties as required

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the background, knowledge, skill or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of: Principles and practices of a relevant engineering discipline or resource planning and strategy; conservation programs and projects; water facilities operation and planning; applicable Federal, State and local laws and regulations; writing and proper English language rules; common business computer applications such as Microsoft Word, Excel, PowerPoint, Outlook and the Internet; also specialized software such as AutoCad or GIS.

Ability to: Perform a wide variety of technical functions independently; evaluate and develop improvements in operations, procedures, policies, or methods; organize and manage multiple priorities and projects; communicate clearly and concisely, both orally and in writing; work effectively with a diversity of individuals, personalities, and organizations; demonstrate initiative, task-orientation and follow-through in the approach to and completion of assignments; comply with District policies and safety requirements.

Education And Experience

The Assistant Engineer will possess a combination of education and experience equivalent to:

- This is an entry level position which requires graduation from an accredited college or university in Civil Engineering, Environmental Sciences, Environmental or Mechanical Engineering, Geography, Geology, Water Resource Management, Industrial Technology, or other related field.

Physical Demands And Working Conditions

Requires ability to receive, understand, and act upon verbal and written communication from others, and to communicate to others. Requires ability to use hands and fingers to handle or feel objects, tools, or controls; to reach with hands and arms; to sit and stand; and to talk and hear. The work may regularly require lifting supplies and/or equipment weighing up to 25 pounds and occasionally lifting approximately 55 pounds.

Must be able to participate in job-related activities at times other than normal business hours, i.e., evenings and weekends and at various locations that will require operating a motor vehicle; therefore, must possess and maintain (or have the ability to obtain) a valid California driver's license, vehicle insurance and an acceptable driving record.

Certificates, Licenses and Registrations

- Must have and maintain a current California driver's license.
- A California Engineer-In-Training (EIT) certificate



Assistant Engineer

Current Benefits as of January 1, 2021:

- CalPERS Retirement – 2% @62 formula for PEPPRA employees; 2% @55 for Classic employees. Employee pays 6.5%-7%. TVMWD does not participate in Social Security but does participate in Medicare.
- 457 Deferred Compensation – TVMWD matches employee contributions up to \$400 per month (\$4,800/year).
- Medical – Anthem Blue Cross PPO, High Deductible PPO, HMO and Kaiser HMO plans. Employees pay 0-10% of medical premiums for individual/couple/family.
- Retiree Health – Available to retirees based on age and years TVMWD service of up to \$600/month.
- Dental – Delta Dental PPO or DeltaCare USA HMO. TVMWD pays 100% of premiums.
- Vision – Vision Service Plan (VSP). TVMWD pays 100% of premiums.
- Health Reimbursement Arrangement – TVMWD pays \$1,000 annually for out-of-pocket health related expenses not covered by insurance. May also be used to offset medical premiums.
- Health Savings Account (HSA)– TVMWD contributes up to \$800/annually into HSA account on behalf of employees participating in the High Deductible PPO plan.
- Flexible Spending Account (FSA) program available for voluntary participation at employee's cost.
- Short/Long Term Disability (STD/LTD) – TVMWD pays 100% of premiums.
- State Disability Insurance (SDI) – TVMWD pays State Disability Insurance.
- Life Insurance – TVMWD pays 100% of premiums for policy equal to twice the annual salary up to a maximum of \$300,000. Additional supplemental coverage available at employee's cost.
- AFLAC – Policies available for voluntary participation at employee's cost.
- Holidays – 12 days per year – all employees
- Sick – 96 hours per year – non-exempt/supervisory employees
- Vacation – 80 to 160 hours per year, depending on years of service – non-exempt/supervisory employees.
- Administrative Leave – supervisory employees only – 5 days per year.
- Universal Leave – executive management employees only – 232 to 352 hours per year, depending on years of service.
- Tuition Reimbursement – Up to \$3,000 per year for qualifying education programs.
- Technology Loan Program – Maximum \$3,500 no interest loan for up to 5 years.
- Jury Duty coverage; maximum one event within a 24-month period, 10 days max.



Three Valleys Municipal Water District
1021 E. Miramar Avenue
Claremont, California 91711-2052
Phone: 909-621-5568
FAX: 909-625-5470
Website: www.threevalleys.com

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or disability, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For		Date of Application			
How did you learn about us?					
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> School (Name: _____)				
<input type="checkbox"/> Advertisement (Where: _____)	<input type="checkbox"/> Walk-in				
<input type="checkbox"/> Friend (Name: _____)	<input type="checkbox"/> Other _____				
<input type="checkbox"/> Relative (Name: _____)					
Last Name		First Name	Middle Name		
Address (Number and Street)		Apt/Unit #	City	State	Zip Code
Telephone # (Home)		Telephone # (Cell)	E-Mail Address		

If you are under 18 years of age, can you provide required proof of your eligibility to work? ☐ Yes ☐ No

Can you, after employment, submit verification of your right to work in the U.S.? ☐ Yes ☐ No
Proof of citizenship or immigration status will be required upon an offer employment.

Are you currently employed? ☐ Yes ☐ No

May we contact your present employer? ☐ Yes ☐ No

Are you currently on "lay-off" status and subject to recall? ☐ Yes ☐ No

Have you ever filed an application with us before? If yes, give date: _____ ☐ Yes ☐ No

Have you ever been employed with us before? If yes, give date: _____ ☐ Yes ☐ No

Can you travel if a job requires it? ☐ Yes ☐ No

Are you available to work: ☐ Full Time ☐ Part Time ☐ Shift Work ☐ Temp
Check all that apply.

On what date would you be available to work? Date: _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Employment Experience

Please provide your employment history in the space below (most recent employment first). If you need additional space, please continue on a separate sheet of paper.

You may exclude listing any memberships that would reveal sex, race, religion, national origin, age, ancestry, disability or other protected status:

Employer	Dates Employed (MM/YYYY) From	Work Performed
Address		
Telephone Number(s)	To	
Your Job Title	Supervisor	
Reason for Leaving		

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Address		
Telephone Number(s)	To	
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Telephone Number(s)	To	
Your Job Title	Supervisor	
Reason for Leaving		

Special Skills and Qualifications:

Summarize special job-related skills and qualifications acquired from employment or other experience.

Education

	High School				Undergraduate College/University				Graduate/Professional Trade School			
Years Completed	9	10	11	12	1	2	3	4	1	2	3	4
School Name												
Location (City, State)												
Course of Study												
Diploma/Degree												

Describe any specialized training, apprenticeship(s), skills and extra-curricular activities:

Describe any honors you have received:

List professional, trade, business or civic activities and offices held:

You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, disability or other protected status

List any foreign languages you can speak, read and/or write:

State any additional information you feel may be helpful to us in considering your application:

Have you ever had any job-related training in the United States military?

☐ Yes

☐ No

If yes, please describe: _____

Do you have any physical condition or handicap which may limit your ability to perform the job for which you have applied ?

☐ Yes

☐ No

If yes, what can be done to accommodate your limitation? _____

References

Give name, address and telephone number of three references who are not related to you and are not previous employers.

Name	Address	Telephone #

Applicant's Statement

READ THIS STATEMENT BEFORE SIGNING BELOW

I certify that the answers and responses given on this application are true and complete to the best of my knowledge. I have not knowingly withheld any information requested or not requested, which, if disclosed, might affect my application unfavorably. I understand that false or misleading statements on this application, or omissions, may result in me being discharged whenever they may be discovered.

I authorize investigation of all statements, answers and responses I have made on this application and will cooperate with you in obtaining information from previous employers about my qualifications for the job(s) for which I am applying. I agree to hold my former employers and other persons harmless on account of furnishing or verifying information related to this job application.

I also agree that you may give information about me to future employers who may inquire about my work record and experience with you. Such information would include a transcript of my personnel record, information as to my ability and job performance and the cause of my leaving your employment. I release you from any and all liability for damages related in any way to your furnishing such information.

I understand this application is not, and is not intended to be a contract of employment. This application is not an offer of employment and is not a complete list of the terms and conditions that affect employment with TVMWD. Persons selected for employment will be required to pass a physical examination, which may include drug screening. They will also be required to present documents establishing personal identity and the legal right to work in the United States. Employment is contingent upon the successful completion of this process.

If I am offered and accept a job with you, and unless we otherwise agree in writing, I understand that my employment status will be that of an "introductory" employee and may be terminated by either of us with or without cause for a period of twelve months, after which time I will have the opportunity to be classified as a "regular" employee of TVMWD. I further agree that, if employed by you, I will be required to abide by all your rules and regulations regarding employment, whether written or oral, as they may now exist or as you may change them at any time in the future. I also understand that only an authorized agent of the Board of Directors of Three Valleys Municipal Water District has the authority to make an agreement with me fixing the period of my employment for a specified period of time, and then only if such agreement is in writing and signed by the person(s) with such authority.

Signature of Applicant

Date