



# Santa Ynez River Water Conservation District, Improvement District No.1

## ACCEPTING APPLICATIONS FOR WATER RESOURCES TECHNICIAN Full-Time Non-Exempt Position

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**SALARY:** \$5,880.33/mo. - \$7,715.50/mo. plus benefits package

### **THE POSITION**

Performs a wide range of technical level support duties and responsibilities, assisting in: water resources planning, research, analysis and reporting; water conservation program preparation; water utility permit and environmental compliance; water supply facility and water utility infrastructure planning, scheduling and coordination; and processing of water service applications, water main extension applications, water service conditions, rights-of-way and easements. Assists the public at the District's information counter; operates the GIS and computer-assisted drafting programs, assists in conducting basic water resources, supply and hydrologic watershed evaluation, and performs related work as necessary and required.

### **EXAMPLE OF DUTIES**

Duties may include, but are not limited to the following:

- Provide technical support in water resources planning.
- Assist in processing and preparation of water service applications, main extension applications, and water service conditions and requirements for a variety of property related proposals.
- Provide technical support preparing the District's water conservation program and water management activities.
- Operates and update ArcGIS program.
- Assist with special water utility projects and other day-to-day District functions.
- Review water utility plans for projects submitted to District for development, including review of materials, water demand calculations, facility capacities, easements, alignments, connections, and appurtenances to ensure compliance with specification requirements.

### **MINIMUM QUALIFICATIONS**

**Education:** Completion of college level educational training or Bachelor's degree in civil engineering, mechanical engineering, water resources, hydrology or closely related field.

**Experience:** Minimum of one (1) year of experience in water resources, public utilities, GIS or related field.

**Driver License:** Possession of a valid California Class C Driver License is required at the time of hire. Failure to obtain or maintain such required license may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a good driving record without multiple or serious traffic violations or accidents for at least two (2) years duration. A candidate's driving record cannot contribute to an increase in the District's automobile insurance rates.

### **Knowledge of:**

- Principals and practices of water resources planning, research methods and analytical techniques of water sources of supply.
- Water utility principles and water system components.
- General practices as they apply to the planning, basic design, and construction of water supply facilities and distribution systems.
- ArcGIS and AutoCAD computer assisted drafting program desirable.
- GPS mapping hardware and software applications associated with data storage, manipulation and transfer of acquired data.

#### Ability To:

- Provide technical assistance in the preparation of water service applications and administering main extension projects or water facility conditions as required under a parcel subdivision, property development, or construction project.
- Effectively communicate with the public, various officials, project applicants, and District staff.
- Collect, organize, interpret, and evaluate a variety of documents, plans, specifications, water statistics, and data.
- Prepare comprehensive and concise written reports, make field notes, sketches and necessary written documentation related to water resources, water services, and water distribution facilities.
- Use office equipment such as computers, copiers, facsimile machines, and other related field instruments.
- Use ArcGIS and other computer software necessary in implementing GIS programs (e.g. AutoCAD).

#### **BENEFITS**

- Health, dental and vision insurance available the first day of the month following enrollment. Employee/family coverage paid by the District up to the maximum allotted by Resolution of the Board of Trustees.
- CalPERS is a defined benefit retirement plan that includes a lifetime benefit determined by a set formula (years of service, age at retirement, and final compensation).

An employee who becomes a "**new**" member of CalPERS for the first time on or after **January 1, 2013** (and who was not a member of another California public retirement system prior to that date) will be enrolled in the CalPERS 2% @ 62 benefit formula (with Social Security) with three year final compensation in accordance with the Public Employees' Pension Reform Act of 2013 (PEPRA). Employees contribute 7.25% of salary towards the employee CalPERS service contribution cost.

An employee who is a "**classic**" member of CalPERS hired before January 1, 2013 or who has reciprocity with CalPERS or who has less than a six month break in service between employment in a CalPERS (or reciprocal) agency will be enrolled in the 2% at age 55 formula based on the employee's 36 months of highest average annual compensation to a maximum of the annual social security withholding limit.

- The District participates in Social Security
- Voluntary deferred compensation plan available
- Disability insurance at a nominal cost to employee on date of hire
- 10 days vacation accrued each year (vacation accrual can be taken after six months of employment with the District); increases to 20 days after 10 years
- 12 paid holidays per year
- Sick leave – 12 days per year

#### **SELECTION PROCESS**

All applicants are required to complete and submit an application packet consisting of an official District application, supplemental summary form and resume stapled in the upper left-hand corner. Applications are available on the District's website at [www.syrwd.org](http://www.syrwd.org), the District Office at 3622 Sagunto Street or by calling (805) 688-6015. **Applications can be mailed to P.O. Box 157, Santa Ynez, CA, 93460; hand-delivered to 3622 Sagunto Street, Santa Ynez, CA 93460; faxed to (805)688-3078; or emailed to mmartone@syrwd.org.** The most qualified candidates will be selected to appear for an oral interview.

Upon hire, candidate must possess a bank account to accommodate the District's direct deposit for monthly pay. Upon hire, the candidate must submit a Department of Motor Vehicles printout summarizing their driving record covering the last 30 days from the closing date of this recruitment. The District maintains a "no smoking" environment for all District facilities to promote a health-based, smoke-free work place as part of the District's commitment to a pollution-free environment • An Equal Opportunity Employer - Women, minorities and individuals with disabilities are encouraged to apply • Under the Americans with Disabilities Act, persons desiring a reasonable accommodation to compete in the recruitment process may contact the District Office at (805) 688-6015, or, for telecommunications devices for the hearing impaired, call the California Relay Service at 1 (800) 735-2929 prior to the final filing deadline • The provisions contained in this job flyer do not constitute an express or implied contract and any provisions contained herein may be modified or revised without notice.

**FINAL FILING DATE: Open Until Filled**

