

# SUPERVISING WATER RESOURCES SPECIALIST/ENGINEER

## Monthly Salary Range: \$ to \$

Solano County Water Agency  
508 Elmira Road  
Vacaville, CA 95687  
(707) 451-2852  
[www.scwa2.com](http://www.scwa2.com)

**Filing Date: 12:00 noon, May 16, 2003**

### **Job Description:**

This position provides administrative and technical management to the Agency. The Supervising Water Resources Specialist/Engineer is expected to perform the General Manager's duties in the absence of the General Manager. The Supervising Water Resources Specialist/Engineer completes assignments and works with little supervision. The Supervising Water Resources Specialist/Engineer supervises other Water Agency employees. This is a management level position.

### **Examples of Duties:**

- Representing Agency at meetings with local, State and Federal agencies
- Conducting field inspections, investigations, and data gathering
- Preparing complex reports and correspondence
- Analysis of water and flood control facilities
- Analyzing local, State and Federal projects for the impact on the Agency
- Reviewing and commenting on various projects which may affect Agency facilities
- Managing maintenance of flood control and water distribution systems
- Responding to drainage/flooding complaints
- Budget preparation and administration
- Supervision of consultants
- Supervision of Agency staff
- Contract administration
- her duties as assigned. Ot

### **Typical Physical Activities:**

- ives a vehicle to conduct field investigations, inspections, and data collection Dr
- alks through rough terrain to conduct field investigations, inspections, and data collection W
- mmunicates orally with co-workers and the public in face-to-face, one-to-one, and group settings Co
- gularly uses a telephone for communication Re
- es office equipment such as computers Us
- s for extended time periods Sit
- aring and vision within normal ranges He

Special Requirements:

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the Agency's automobile insurance rates.

*Employment Standards*

Knowledge of:

- Water and flood control systems
- Computers for spread sheet and data base applications
- Agency policies and procedures
- Supervisory and management principles

Ability to:

- Maintain tactful and good relations when working with the public regarding Agency services and complaints
- Establish and maintain cooperative working relationships
- Analyze water and flood control problems and develop proposed solutions
- Write concise and accurate reports
- Orally present findings and reports
- Complete multiple simultaneous assignments without supervision
- Complete projects within budgeted amounts
- Supervise and manage work of consultants
- Work cooperatively with other agencies

Desirable Education and Experience:

Four year college degree in the following areas: Engineering, Planning, Agriculture, or Natural Resources.

Five years increasingly responsible work experience in a water and/or flood control agency or business.

### ADDITIONAL INFORMATION

The Solano County Water Agency has a small office staff of six people – this includes two administrative support staff and a Streamkeeper for Putah Creek. Water delivery and flood control facility operations and maintenance is done by other public agencies under contract with SCWA.

The main duties of the Supervising Water Resources Specialist/Engineer are:

-Managing operations and maintenance of SCWA water delivery and flood control facilities as the SCWA liaison with the field supervisors of the agencies performing the contract operations and maintenance.

-Managing the work of specialized consultants.

-Administering water supply contracts with US Bureau of Reclamation and the California Department of Water Resources.

Other duties assigned to the Supervising Water Resources Specialist/Engineer will depend on the person's particular background and training.

SCWA is involved in many interesting and innovative programs including a countywide Habitat Conservation Plan, GIS based comprehensive data base, remote sensing and data gathering, implementation of instream flow settlement agreement, watershed planning, CALFED grants, Bay Delta issues, water exchanges and transfers and innovative water quality programs.

Although this position is labeled as supervisory, the small number of SCWA staff require the individual holding the position to have "hands on" involvement on projects. Administrative support and consultant support result in a team approach to SCWA projects.

For more information see the SCWA web page at [www.scwa2.com](http://www.scwa2.com).

### **Employee Benefits (partial description):**

The Agency pays the full cost (employees and employers share) for Public Employees Retirement System (PERS). Agency is not enrolled in Social Security.

The agency shall pay cost of the following benefits up to a ceiling defined as the base amount of \$4,425.97 plus 5% of the employee's direct compensation. Employees can choose to use these funds for the following benefits:

- Medical Insurance for the employee and dependents
- Dental Insurance for employee and dependents
- Vision Plan Insurance for employee and dependents
- Life Insurance for the employee
- Disability Insurance for the employee
- Long-Term Care Insurance for the employee and dependents

The Agency has a deferred compensation plan that employees can choose to participate in.

Vacation: 15 days for first three year, 20 days thereafter. Vacation buy-back program is available for management employees.

Sick Leave: 12 days per year

Administrative Leave: 6 days per year for management employees

Holidays: 13 days per year

**How to Apply:**

Submittal of Solano County Water Agency Application for Employment is required. The form can be obtained from the Water Agency's website at [www.scwa2.com](http://www.scwa2.com) or by calling the office at (707) 451-2852 and requesting an application be sent to you.