



San Luis & Delta-Mendota Water Authority

842 6th Street, P.O. Box 2157, Los Banos, California 93635, (209) 826-9696, FAX (209) 826-9698

Notice of Job Opening, Tracy Area WATER RESOURCES COORDINATOR

Deadline: 12:00pm on Tuesday, January 15, 2019

Annual Salary Range (Steps):

| | |
|-----------|-------------|
| Step I: | \$63,201.75 |
| Step II: | \$66,919.50 |
| Step III: | \$74,355.00 |

Web Address: www.sldmwa.org

MINIMUM QUALIFICATIONS

Education: Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities include:

Experience: AS Degree (Engineering Technology, GIS or related field); or 5 years' experience working as an engineering technician associated with water resources or water conveyance systems; or 5 years' experience with AutoCAD and/or GIS software applications.

License Requirement:

Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) 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 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 Authority's automobile insurance rates.

Abbreviated Job Description: Under general supervision of the Planning & Engineering Manager, performs a variety of office and field activities associated with groundwater management within the Tracy and Delta Mendota Sub-basins. Assists with development and implementation of Groundwater Sustainability Plans (GSPs) as required under the Sustainable Groundwater Management Act (SGMA).

Examples of duties of the Water Resources Coordinator include, but are not limited to: Plans and coordinates the collection of groundwater level and water quality data from municipal and irrigation water supply wells within the Tracy and Delta Mendota Sub-basin. Assists in the preparation of reports, and studies, including periodical groundwater level monitoring, hydrogeologic conceptual models, water budgets, and land subsidence. Performs groundwater management and planning, agricultural, and urban water analysis. Assists in the preparation and implementation of funding applications for water resource projects. Downloads data from well dataloggers. Input data and evaluate data in groundwater databases and models. Regularly communicates with Districts regarding

groundwater management issues. Assists in program management, including developing and meeting project plans, schedules and budgets. Evaluates data from subsidence monitoring stations and subsidence surveys. Assists with monitoring the operations for the Warren Act Well Pumping. Assists with groundwater website data management. Represents the Authority at meetings and conferences, as assigned. Plans, coordinates and documents meetings as assigned. Participates on teams and committees when assigned. Prepares correspondence related to assigned projects. Attends evening public meetings as required. Performs related duties as assigned.

Must possess the ability to: Perform work involving the application of all conventional aspects of GIS to a variety of projects. Determine methods and procedures for GIS portions of projects. Exercise judgment in the independent evaluation, selection and substantial adaptation or modification of standard GIS techniques, procedures and criteria to meet project requirements. Create and modify drawings and maps utilizing the ArcGIS and AutoCAD programs. Follow instructions, work independently and cooperatively with others, establish and maintain cooperative working relationships with co-workers, outside agencies, and the public. Prepare clear, concise and accurate reports and correspondence. Effectively prepare and present technical engineering information. Exercising sound judgment within established guidelines. Communicate effectively orally and in writing. Regularly and consistently meet attendance/punctuality requirements. Use computer systems and software packages related to groundwater modeling and mapping at an intermediate or advanced level. Work under pressure towards time deadlines in a well-organized manner. Use of Microsoft Office applications at an Intermediate to advanced skill level. Proficiency in accessing databases and understanding their capabilities. Ability to perform field work related to data collection (well measurement and water quality sampling). Understanding of federal and state regulations and interacting with government agencies. Convert data in different formats. Attention to detail of map elements and layouts. Intermediate or advanced skills with MS Excel and MS Access for data processing. Understanding of relational database concepts and normalization of data records. Proven ability to work with minimal supervision with strong organizational skills. Basic graphic design skills. Conceptual understanding of different coordinate systems and ability to troubleshoot

Typical Physical Activities include, but are not limited to: Travels frequently by automobile in conducting Authority business. Travels occasionally by airplane. Communicates orally with Authority management, co-workers, and the public in face-to-face, one-to-one, and group settings. Frequently walks up & down steps and on uneven terrain, in an indoor & outdoor environment during the performance of the job. Work in an outdoor environment for approximately 50% of the time, in various weather and temperature conditions. Work in an office environment for approximately 50% of the time, lift and move objects up to 25 pounds such as large binders, books, and small office equipment. Sufficient finger/hand coordination and dexterity to operate and adjust office equipment. Regularly uses a telephone for communication. Use office equipment such as computer workstations, copiers, plotters, scanners and other office machines. Work at a desk, sits for extended time periods. Occasionally work in confined spaces. Hearing and vision within normal ranges. With or without correction.

How to Apply: Obtain application packet online at www.sldmwa.org; Submit San Luis & Delta-Mendota Water Authority's employment application by mail, in person or online as an email attachment to: apply@sldmwa.org.

San Luis & Delta-Mendota Water Authority
Human Resources Department
842 6th Street, P.O. Box 2157
Los Banos, CA 93635
Office Hours: 8:00am to 4:00pm, Monday ~ Friday

Resumes are encouraged; however, a resume will not be accepted in lieu of required application packet materials. Faxed application materials will not be accepted.

SELECTION PROCESS

Required Application Materials: The San Luis & Delta-Mendota Water Authority application must be submitted and received no later than the final filing date in order to be considered for this recruitment.

Meeting the minimum qualifications for this position does not guarantee that you will be selected for further consideration. Only those individuals most suited to our particular needs will advance to any skills test and/or oral interview.

Should you feel you need special accommodations for the skills test and/or interview, due to a qualifying disability, please contact the Human Resources Department at (209) 826-9696.

Verification of Employment: The Authority conducts verification of a candidate's employment history, education and training and other information contained in the Employment Application and any other materials submitted by a candidate in an application packet.

Conditional Offer of Employment: An offer of employment will be conditional upon legal ability to work in the United States and verification of a candidate's employment history, education and training, other information contained in the Employment Application, and any license requirements. This organization participates in E-Verify.

BENEFITS

Retirement Benefits: **401(a) Defined Contribution Plan:** A 401(a) Defined Contribution Plan is funded by the Authority contributing equal to 8% of your gross, base annual salary. **457 Deferred Compensation Plan:** participation in the 457 Deferred Compensation Plan is an election. If the employee elects to participate in the 457 Deferred Compensation Plan, the Authority will match up to 5% of an employee's base annual salary. The total potential combined contributions for the 401(a) and the 457 plans by the Authority may amount to a maximum of 13% of your gross base annual salary. *All contributions under both plans vest immediately to you.*

NOTE: You should be aware that the Authority does not participate in Social Security. This may affect Social Security benefits you have already earned upon retirement.

Health Benefits: Three (3) medical benefit plans offered through ACWA-JPIA. The Authority contributes 100% (depending on the plan) of the premium for the employee and 75% for the employee's eligible family members (depending on the plan).

Dental & Vision Benefits: The Authority contributes 100% of the premium for the employee and the employee's eligible family members.

Holidays: Employees receive nine (9) paid holidays.

Vacation & Medical Leave: Vacation leave is accrued at the rate of 10 days per year, increasing to 15 days per year after 5 years of service, and 20 days per year after 20 years of service. Medical leave accrues at the rate of 8 hours per month, following one month of continuous service.

Employee Assistance Program: Available to employees and their household members.

Optional/Voluntary Benefits include access to:

- Life Insurance
- Short/Long Term Disability Insurance
- Credit Union

*The San Luis & Delta-Mendota Water Authority is an Equal Opportunity Employer,
Male/Female/Vet/Disabled Employer*