

Bradford Reclamation District 2059
District Engineer
Job Title – District Engineer

1. **General Overview** – The District Engineer is responsible for providing the State of California Department of Water Resources (“DWR”) with an annual request to participate in DWR’s Subventions program. The District Engineer will also work with the Office Manager for preparing the final annual Subventions claim to DWR. The District Engineer will also provide levee inspections, make recommendations to the Board of Trustees, issue construction and maintenance contracts, provide oversight of these contracts, direct the levee superintendent on operation and maintenance activities and coordinate with the District’s attorney. The District Engineer reports directly to the Board of Trustees. The goals for this position includes but not limited to the following: recognizing the signs of minor to catastrophic levee failure, working with the Levee Superintendent for maintaining pumping capabilities, and coordinating significant issues to the Board and to DWR.

2. **Essential Functions** – the essential functions of the position are as follows:
 - Provide and document levee inspections.
 - Work with levee superintendent to develop operations and maintenance activities.
 - Assist with flood fight activities.
 - Modify emergency preparedness plans as necessary.
 - Attendance monthly Board of Trustee meetings (in person or on-line).
 - Provide technical review for all construction within RD2059’s jurisdiction.
 - Prepare encroachment permits for landowners, State of California, Dredging Companies, etc.
 - Coordinate maintenance, construction or reconstruction of district facilities.
 - Provide oversight of contractors.
 - Liaison with the State of California Department of Water Resources (DWR) and Fish and Wildlife (DFW).
 - Prepare DWR’s application for the participation in Subventions.
 - Assist with the preparation of DWR’s Subventions claim.
 - Assist with the preparation of the yearly budget.
 - Oversee grant applications and the requirements of grants if awarded.
 - Oversee activities of the levee superintendent.
 - Work with Landowners as it pertains to operating and maintaining District levees.
 - Work with District Manager/Secretary.

3. **Additional Duties and Responsibilities** – Additional Duties and Responsibilities may include but not limited to the following:
 - Assist with maintenance activities
 1. Hand tools (shovel, chain saw, etc.)
 2. Operation rental equipment (water truck, backhoe, etc.)
 - Work with local banks for District loans
 - Work with Sheriff’s Department

- Work with Contra Costa County

4. **Physical Requirements** –

- Works outdoors in varying weather conditions (winds, fog, etc.) and temperatures (exceeding 100 degrees Fahrenheit and below 32 degrees Fahrenheit)
- Exposure to excessive loud noise (construction equipment)
- Exposure to dust, gas.
- Works near water, may need to ride in boat for waterside levee inspections
- Vision requirements – must be able to see well enough to notice levee cracking
- Standing for an hour at a time.
- Walking (on uneven or rough ground)
- Sitting
- Bending (neck / waist)
- Squatting
- Climbing
- Kneeling
- Crawling
- Twisting (neck / waist)
- Filling Sand Bags
- Lifting up to 50 lbs
- Carrying up to 50 lbs
- Adequate home office for communicating District activities
- Use of hands and arms for grasping, fine manipulation, pushing and pulling, reaching, typing, etc.
- Driving of vehicles, forklifts, tractors, etc.

5. **Mental Requirements** – District Engineer must possess the following mental abilities the to perform the job:

- Multi-task
- Prioritize
- Work alone
- Work in groups
- Assist customers in a friendly manner
- Problem solve
- Analyze and resolve complex issues
- Exercise discretion
- Engage in ethical conduct and decision making

6. **Travel** – Travel is generally for District needs: Travel to and from Bradford Island, driving along the levees, driving on to the ferry, driving to meetings with the State of California (Stockton and/or Sacramento).