



# GLENN COUNTY

## RESOURCE CONSERVATION DISTRICT

### VACANCY ANNOUNCEMENT FOR CIVIL ENGINEERING TECHNICIAN

REVISED 4.26.2019

Since 1960, formally known as the Elk Creek Soil Conservation District, the Glenn County Resource Conservation District (RCD) has engaged farmers, ranchers and the community in protecting our resources through a variety of educational and outreach programs. The RCD is organized under the California Public Resources Code, Division 9, a Special District of the State, and is led by a seven-member, volunteer Board of Directors appointed by the Glenn County Board of Supervisors. The RCD is a dynamic not-for-profit entity, with staff who implements the Board of Director's Annual Plan and Long Range Plan to address resource concerns and opportunities. The RCD's Mission is "*To promote a sustainable, economically healthy county through services and management of natural resources while maintaining a desirable environment and addressing local resource issues and opportunities in a timely manner*". To achieve this mission, the RCD has a variety of projects through grants, contracts and special enterprise projects. The RCD works closely with private landowners and land managers, the community, schools, local, state and federal agencies, and is very much partnership focused.

The RCD is currently accepting applications for a Civil Engineering Technician position. The position is a full-time, Non-Exempt temporary position which is contingent upon available funding.

This position will be based at the USDA Service Center/Glenn County RCD, 132 North Enright Avenue, Suite C in Willows, California 95988. However, may work with neighboring USDA Service Center/Natural Resources Conservation Service (NRCS) offices in Butte, Colusa, and Tehama Counties. The primary area served is in the heart of the Sacramento Valley, Northern California.

#### **GENERAL JOB DESCRIPTION:**

The Civil Engineering Technician reports to the Executive Officer and is responsible for assisting in the Glenn County RCD's business consistent with the strategic plan, goals and objectives, policies and procedures of the RCD, as well as the USDA Natural Resources Conservation Service mission. The position requires an ability to work as part of a team as well as independently to complete duties.

#### **QUALIFYING SKILLS:**

- Bachelor's degree preferably in Engineering or a closely related field, or equivalent education and experience.
- Experience working in agriculture and the natural resources conservation fields, with significant experience in the implementation of "on the ground" projects.
- Strong verbal and written communication skills to communicate with the public and other resource professionals.
- Demonstrated ability to coordinate with private landowners, private contractors, and local, state, and federal agencies.
- Strong customer service skills.
- Knowledge and experience working with computers. Ability to type and use Microsoft Office programs, and engineer design tools.

- Knowledge and experience using standard office equipment, including copier, fax, phone system, and special equipment.
- Knowledge and experience with Trimble GPS survey equipment.
- Organized and detailed oriented.
- Ability to lift up to 40 pounds. Ability to work outdoors with potential of physical activity in adverse weather conditions such as cold, wind, heat, etc.
- Valid CA State driver's license and proof of insurance.

**DUTIES:**

**GRANTS AND COOPERATIVE AGREEMENTS:** With assistance from Executive Officer,

- Design projects.
- Seek and write grant proposals to fund projects. Assist with engineering components of grant or agreement proposals, as needed.
- Develop Cooperative Agreements for project work with agencies.

**INTERAGENCY RELATIONS:**

Provide assistance to the USDA Natural Resources Conservation Service (NRCS) through:

- Engineering surveys, planning (resource concerns, engineering alternatives), and design in cooperation with NRCS multi-disciplinary staff. Engineering support and training will be provided as needed by NRCS.
- Planning, design, layout and construction inspection for conservation improvements including irrigation systems, rangeland structural practices, wildlife habitat, and wetland enhancements.
- Construction inspection on simple and complex structures for conservation systems.
- Drafting and design on computer-aided drafting system (AutoCAD). Maintaining current knowledge in the use of spreadsheets and other engineering design tools.
- Investigation, survey, and field data collection in collaboration with Glenn County RCD and NRCS staff, and landowners or operators.
- Preparation of drawings, schematics, and construction requirements / specifications to direct installation of design projects. Project components commonly include earthwork, pipelines and valves (irrigation or stockwater), irrigation control structures, tanks, troughs, wells.
- Preparation of quantity estimates and bid schedules for construction, including as-built documentation contract payments.
- Assists landowners with Irrigation Water Management practices, including installation, data collection and interpretation of soil moisture sensor data.
- Maintains good communication and cooperative collaboration with Glenn County RCD and NRCS staff, as well as landowners and other agency staff, e.g. permitting agencies, within the service area.

**COMMUNICATION WITH BOARD:**

- Prepare weekly and monthly progress reports on project activities to provide current status on engineering practices.
- Attend board meetings as requested.

**EDUCATION & OUTREACH ACTIVITIES:**

- Participate in outreach activities (media contacts, attending stakeholder meetings) as requested by the Executive Officer in collaboration with the NRCS District Conservationist.

**OTHER:**

Other duties as may be assigned by the Executive Officer.

**WAGE:** Based on demonstrated experience.

**BENEFITS:** According to policy.

**APPLICATION PROCESS / INSTRUCTIONS:** Send 1) a cover letter, 2) a resume and 3) a list of at least three work references to the following address or email **by Noon, May 31, 2019**. *If applying through Indeed.com be sure to mail or email ALL 1-3 items to [kandi@glenncountyrcd.org](mailto:kandi@glenncountyrcd.org).* Applicants that do not submit ALL items 1-3 will not qualify nor advance to the next step in the process of filling the position.

**Glenn County Resource Conservation District  
Attn: Kandi Manhart, Executive Officer  
132 North Enright Avenue, Suite C  
Willows, CA 95988**

**EMAIL:** [kandi@glenncountyrcd.org](mailto:kandi@glenncountyrcd.org)

### **APPLICATIONS DUE By Noon, May 31, 2019**

*The Glenn County RCD is an equal opportunity provider. It prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, sex, marital status, religion, sexual orientation, gender identity and expression, genetic information, political beliefs or activities, veteran status, reprisal, or because all or part of an individual's income is derived from any public assistance program.*