

The Citrus Heights Water District (CHWD) offers an inspiring career opportunity to professional civil engineers who have a passion to serve a unique special district that finds itself in a period of transformational growth, including facilities modernization and water distribution infrastructure expansion.

The position will be filled at any level of the Civil Engineer classifications in the Engineering Series, dependent upon candidate qualifications.

The annual salary ranges for each classification are as follows:

- Assistant Civil Engineer (FLSA Non-Exempt): \$111,737.60 - \$150,862.40
- Associate Civil Engineer (FLSA Exempt): \$128,481.60 - \$173,451.20
- Senior Civil Engineer (FLSA Exempt): \$141,356.80 - \$190,777.60
- Principal Civil Engineer (FLSA Exempt): \$155,459.20 - \$209,872.00

DISTINGUISHING CHARACTERISTICS AND QUALIFICATIONS:

Possession of a valid Certificate of Registration as a professional Civil Engineer in the State of California is required for all classifications in this series.

Training for all classifications in this series should be equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field.

Details specific to each classification are listed in the links shown below:

- [Assistant Civil Engineer](#)
- [Associate Civil Engineer](#)
- [Senior Civil Engineer](#)
- [Principal Civil Engineer](#)

ESSENTIAL DUTIES

Some of the essential job duties of the Civil Engineer position include, but are not limited to, the following responsibilities. The specific duties will be further defined based on the level at which the position is filled.

- Prepare, review, and revise plans and specifications for the design, construction, and maintenance of District facilities and infrastructure projects to ensure conformance with District and regulatory standards.
- Perform engineering calculations and conduct plan checks to ensure compliance with District requirements and environmental regulations.

- Conduct field inspections, including survey work as necessary, to support design validation, resolve issues with contractors or property owners, and monitor construction progress and quality.
- Prepare and review cost estimates, feasibility studies, and engineering analyses for both public and private infrastructure projects, including pipelines, groundwater wells, and associated facilities.
- Review, process, and approve plans, maps, and construction documents submitted by developers and consulting engineers; recommend and implement revisions as needed to address field conditions.
- Administer or assist in administering the District's Capital Improvement Program (CIP), including planning, budgeting, scheduling, and project management responsibilities.
- Oversee and evaluate the inspection of capital improvement and private development projects to ensure construction quality and regulatory compliance.
- Coordinate and confer with outside agencies, developers, consultants, contractors, and the public regarding engineering projects, policies, and procedures.
- Draft, review, and manage contracts; monitor contract performance; and approve payments and billings for professional and construction services.
- Prepare technical correspondence, reports, and documentation related to engineering functions; attend and lead project coordination meetings.
- Monitor and interpret current and emerging regulatory requirements affecting public water utilities; support the District's efforts to achieve and maintain compliance.
- Participate in or manage special engineering studies and projects and prepare associated reports and recommendations.
- Supervise and lead engineering staff as assigned, including assigning and reviewing work, developing schedules, providing training, evaluating performance, and implementing corrective actions when necessary.
- Participate in or oversee the preparation of budget estimates; monitor expenditures and recommend adjustments.
- Respond to and resolve inquiries, complaints, and service issues from internal and external stakeholders.

- Promote a positive and professional work environment through collaboration, customer service, integrity, respect, and flexibility.
- Maintain a regular physical presence in the office, as required to perform essential duties and administrative tasks.
- Perform related duties as assigned.

KEY OPPORTUNITIES

As CHWD will be undergoing transformational change and growth in the future, the next Civil Engineer for the District will have the opportunity to work collaboratively with CHWD's engineering team to strategically focus on water distribution system design, operation, maintenance and other important elements of the District's water delivery. Key opportunities include:

- CHWD's Engineering work program is poised to grow significantly over the next several years due to Board-directed policy initiatives, including a significant increase in expenditures beginning in the year 2030 to support CHWD's annual water main replacement Capital Improvement Program. As the District continues to grow, an engineering focus on infrastructure will be essential.
- Management of the District's Water Main Replacement Program. The District expects to quadruple its water main replacement starting in the year 2030; thus further development and oversight of the Program will be required. The bidding, construction, and inspection administrative procedures will be evaluated and modified, if needed, to ensure a streamlined process.
- The implementation of a District-wide Water Master Plan. The Plan will include analysis of groundwater supply, conveyance system, and pressure control.
- Collaboration with the District Team to progress the Pipeline Condition Assessment Program. The District's conveyance system is aging; therefore, a more in-depth knowledge of the condition of the system is imperative to ensure a reliable and dependable water system for its customers.
- Assistance on the District's Facilities Maintenance and Improvement upgrades. Design development is underway with construction to begin in 2026.
- Partnering with the District's financial team to develop, review, and manage key financial aspects of the District.

THE IDEAL CANDIDATE

The ideal candidate for the position of Civil Engineer will possess certain traits and experiences that will lead to success:

- A strong background in water distribution system design, operation and maintenance is preferred.
- The successful candidate will be a civil engineer who enjoys being part of an engineering team doing transformational work, along with a desire to conduct the field work associated with ensuring important projects are accomplished in a manner consistent with the District's engineering standards.
- Experience in crafting and administering capital improvement project budgets and project management.
- A solid understanding of computer software applications such as AutoCAD, GIS and maintenance management systems.
- A track record of building and maintaining effective relationships with co-workers, partner agencies and stakeholders is essential to success in this role.
- Demonstrated experience and understanding of advanced civil engineering principles, along with pertinent local, state and federal rules, regulations, codes and laws related to the work done by the District.

BENEFITS

The District also offers a competitive and attractive benefits package that includes the following:

Pay for Performance System: The District offers a Pay for Performance system, which is in conjunction with the annual employee performance evaluation. Based on an employee's performance rating, both merit adjustments and one-time rewards and recognition amounts may be awarded.

Retirement: Retirement is provided through CalPERS, in addition to Social Security contributions. Classic CalPERS members are eligible for 2% @ 55 formula, while PEPPRA members are 2% @ 62. Employees pay the employee portion.

Flexible 4/40 Work Schedule: The District observes a 4/40 work schedule (Monday-Thursday, 10-hour days).

Deferred Compensation: The District offers optional enrollment in a pre-tax payroll-deducted 457 plan. The District offers up to a 3% employer match, based on annual limits as established by the IRS.

Health Benefits:

- **Medical:** The District provides health insurance plan options for employees and dependents; and offers a \$400 monthly medical stipend to employees who do not enroll into the District's health plan.
- **Dental and Vision:** The District provides dental and vision coverage to employees and dependents through Principal Insurance Group.

Vacation Leave/Management Leave/Sick Leave: The District offers generous vacation and sick leave benefits beginning at monthly accruals of 8 hours respectively. In addition, FLSA-exempt employees receive 80 hours of management leave (cash-out available), and 10 hours of floating holidays per year. Additional paid days off between the Christmas and New Year's holidays are also provided to District staff.

Life Insurance: The District sponsors \$250,000 of employee life insurance. Additional supplemental life is available to employees at their own expense.

Relocation Assistance: The District has relocation assistance options available to the selected candidate, if applicable.

RECRUITMENT PROCESS

Interested candidates are encouraged to apply by sending a resume and cover letter to hr@chwd.org. **This recruitment will be open until filled, with the first review of materials on July 30, 2025.**