

# NSJWCD Request for Proposals for a Part-time Engineer/Manager

**Draft 9/21/16**

North San Joaquin Water Conservation District (NSJWCD) is a California Water Conservation District with a jurisdictional area of about 150,000 acres in northern San Joaquin County, which straddles the Mokelumne River. The District has a right to divert 20,000 acre-feet from the Mokelumne River in normal to wet years. The District currently has no employees and is governed by a Board of Directors.

The District seeks a highly motivated individual to engage as an independent contractor to provide part-time management and potential basic engineering services to the District. Specific projects that this individual would need to work on in the next few years include:

1. Assisting the District with testing and operation of its river diversion facilities and ensuring that the measurement devices at each facility collect and report diversions as required by law.
2. Assisting the District with procuring maintenance and repairs, as needed, for district facilities.
3. Providing oversight of construction and repair projects in the District, particularly the rehabilitation/replacement of the District's South Pump Station to occur in 2017. The project will be performed by a contractor, however, the District needs a representative to oversee the contractor's work and keep the District informed.
4. Serving as a liaison between the District and its technical contractors and engineering firms to ensure that the District's best interests are met. Providing reports to the Directors at their monthly board meetings, as needed.
5. Helping the Directors and landowners plan for other repairs and rehabilitation projects so that the District can fully utilize its water right. In the short term, the District needs to develop a plan to repair/replace the cast in place concrete pipeline (and related valves and stand-pipes) that delivers water to landowners from the South Pump Station.

**The following talents and abilities are desired:**

1. Knowledge of Ag water pumping and distribution systems.
2. Basic understanding of Ag customer's needs and practices.
3. Ability to effectively communicate with customers.
4. Ability to oversee and implement system operations.
5. Ability to assist the Directors and landowners to develop long term Strategic Plans for the District.
6. Understanding of budgets, cost management and control.
7. Ability to develop and implement small operational and maintenance projects.
8. Ability to manage large engineering design and construction management contracts.
9. Ability to effectively represent the District at local and regional meetings, upon request.
10. Engineering Degree desirable but not necessary. Professional Registration not required.
11. Not a full time Job – 10 to 15 Hours per week during irrigation season and 5 to 10 remainder of the year. The District does not deliver water in all years.
12. Compensation dependent upon qualifications and abilities.

**Application Process**

Interested applications should mail the following to David Simpson, Board Secretary, P.O. Box E, Victor, CA 95253, on or before October 31, 2016:

1. Resume and two professional references; Proposed rate for services.
2. Description of services that the applicant believes he or she can and cannot provide to the District. Applicant are encouraged to apply even if they do not believe they can provide all of the services that the District may need, but still believe that they can provide value to the District.