

# JOB ANNOUNCEMENT



## TITLE: DISTRICT ENGINEER

### INTRODUCTION

The Kittitas County Conservation District (KCCD) works with local landowners and land managers (public and private) to conserve natural resources that are vital to our economy and our quality of life. At the heart of our work are collaborative efforts to partner with landowners, public agencies, tribes and the general public to create and maintain resilient working landscapes through voluntary incentive-based measures.

KCCD is part of a cluster of five conservation districts in North Central Washington who work cooperatively to maintain a shared professional engineer position. The engineer provides services to all districts as needed, but KCCD is the home base. We are currently seeking a talented, motivated, and technically driven team-player to fill this existing position.

This is an exciting opportunity to join the North Central conservation district's staff and play a role in improving natural resource protection and improvement primarily on agricultural lands. This position requires a self-starter with strong experience working with private landowners, consulting engineers, local jurisdictions, tribes, and other parties to identify, prioritize and implement natural resource projects and programs, and an understanding of the broad spectrum of issues facing the conservation districts, as well as the people they serve.

The Engineer is a salaried, at-will, overtime exempt classification that reports directly to the KCCD District Manager.

### ESSENTIAL FUNCTIONS:

- Work with each conservation district to assess engineering and design needs and to determine and plan the workload efficiently and effectively.
- Conduct field investigations and surveys and assemble data needed in the design of conservation practices for structural and non-structural solutions to problems with irrigation efficiencies, water quality, erosion, and fish and wildlife habitat.
- Provide support to district staff to design and implement conservation practices identified in farm plans with private landowners.
- Actively and effectively participate in project development teams that include district staff (conservation planners, project managers, etc.), design engineers, biologists, permit staff from regulatory agencies and other technical staff.
- Prepare preliminary designs, final designs, construction drawings, construction standards and specifications, and construction records for conservation practices of varying complexity.
- Analyze and review technical engineering, project and program work from contracted engineering and design firms utilized for design and construction of conservation practices on behalf of the conservation districts.

- Assist with layout work for construction, inspect work under construction, and provide necessary interpretations of the drawings and specifications needed to determine conformance with the design, standards, specifications, and permits.
- Review payment requests and assist in managing construction contracts including reviewing certified payroll, change orders and other necessary documents.

## QUALIFICATIONS

The main qualifications for this position are:

- Bachelor' s Degree in civil engineering or a related engineering discipline.
- Professional Engineer registration or Engineer in Training certification (with ability to achieve PE licensure within 2 years) in Washington.
- A minimum of three years of progressive civil engineering design and/or construction management experience with agricultural engineering conservation practices, civil engineering vegetative practices, or civil engineering structural practices that address: irrigation efficiencies, stream/river habitat protection and restoration, and/or water quality protection
- Self-driven, energetic, and motivated team player with the capability to effectively work on multiple projects/tasks.

## ADDITIONAL PREFERRED QUALIFICATIONS

- [Certified Irrigation Designer](#) as designated by the Irrigation Association or ability to achieve this within two years
- [River Restoration Certificate](#) or equivalent certification or the ability to achieve it within three years
- Understanding of and experience with agricultural conservation practices in irrigated cropland, dryland, and rangeland
- Knowledge of the agricultural industry and/or natural resources of north central Washington (Kittitas, Chelan, Douglas and Okanogan Counties)

## SKILLS & ABILITIES

- Ability to communicate effectively with a diverse range of stakeholders including farm owner/operators, various permitting agency officials, various grant funding partners, consulting engineering professionals, etc.
- Ability to collect field data including utilizing a total station and operating data collectors and software packages and utilizing a laser level to collect data including performing level loops
- Ability to manage construction of projects of varying complexity, including understanding of typical construction methods used for stream and river restoration projects, familiarity with various construction standards and specifications formats and experience both creating and understanding bid ready Plans, Specifications and Estimate packages.

- Background in hydrology and hydraulics with regard to stream channel characteristics and modifications
- Familiarity with design and analysis of various types of irrigation systems including basic knowledge of Soil-Water-Plant relationships with regard to efficient use of irrigation water and understanding of pump curves and pump selection based on curve characteristics
- Working knowledge of Autodesk Civil 3D software
- Proficiency using MS Office suite
- Familiarity with various construction standards and specification formats including WSDOT, NRCS, CIS, APWA and AWWA.
- Ability to successfully complete technical trainings and obtain certifications to enhance the District Programs.
- A valid driver's license and be able to legally operate a motor vehicle in the performance of work duties.
- Have ability to organize and plan own schedule of activities related to requests from the cluster districts and management.
- Ability to maintain accurate records regarding time-keeping and authorized expenses.

## EQUAL OPPORTUNITY EMPLOYER:

All qualified applicants receive consideration for employment without regard to race, ethnicity, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Please let us know if you need accommodation to participate in the application process.

## SCHEDULE & WORKING CONDITIONS:

This position is permanent (40 hours per week), overtime exempt, and salaried. Travel is required to provide service to all five conservation districts in the North Central cluster. Overnight stays may occur occasionally.

Eligibility for this position is contingent upon the individual's ability to perform the essential functions with or without reasonable accommodation. This position requires frequent sitting and standing, traversing uneven terrain on foot and widely varying weather conditions, and occasional lifting of up to 50 lbs.

This position description represents a general outline of the job duties, essential functions and minimum required qualifications and is not intended to be comprehensive in nature. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the District as the needs of the District and requirements of the job change.

## COMPENSATION AND BENEFITS:

Starting pay for this position is between \$60,000 and \$83,000 annually, depending on the applicant's qualifications. The Kittitas County Conservation District observes eleven (11) paid

holidays (including one personal holiday). Employees accrue family/medical leave at a rate of 8 hrs/month and annual (vacation) leave at a beginning rate of 8 hrs/month. The District offers medical, dental, vision and life insurance coverage for full-time employees. Additional voluntary supplemental insurance opportunities are also available. Participation in regular professional development opportunities are strongly encouraged and supported. Employees also participate in Public Employees Retirement System (PERS). Staff also has access to an additional voluntary retirement savings programs within the State of Washington's Department of Retirement Systems – Deferred Compensation Program (DCP). Terms of compensation and benefits are set by the Board of Supervisors and may be amended at any time.

## TO APPLY:

The position is open until filled. The first review of applicants will occur on May 24, 2021. Please include the following in your application package:

1. Resume (not to exceed two pages)
2. Cover letter (not to exceed one page)
3. Three (3) professional/educational references
4. KCCD Job Application Form

Be sure to describe your interest and unique qualifications for the position and the skills that you bring to the Conservation District team in your cover letter. Submit your completed application package to:

**Anna Lael, District Manager**  
**2211 W Dolarway Road, Suite 4**  
**Ellensburg WA 98926**

Electronic submissions are encouraged. Please submit your application package to **both** addresses below:

[a-lael@conservewa.net](mailto:a-lael@conservewa.net) and [m-nash@conservewa.net](mailto:m-nash@conservewa.net)

Please include: District Engineer – YOUR NAME in the subject line.

***We sincerely thank you for your interest in joining  
the Kittitas County Conservation District team!***



# Kittitas County Conservation District

2211 W Dolarway Rd, Ste 4  
Ellensburg WA 98926  
509-925-3352

*The KCCD is an equal opportunity employer and does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, parental status, military service, or other non-merit factor.*

**COMPLETE ALL INFORMATION. INCOMPLETE APPLICATIONS MAY DELAY OR DISQUALIFY YOU.**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*First Middle Initial Last*

Address: \_\_\_\_\_  
*Street Address*  
\_\_\_\_\_  
*City State Zip Code*

Cell Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Date Available: \_\_\_\_\_ Position Applied For: \_\_\_\_\_

|  |                                 |                                |                  |
|--|---------------------------------|--------------------------------|------------------|
| Are you 18 years or older?   | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |                  |
| Have you ever worked for this company?   | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | If yes, when?    |
| Do you possess a valid driver's license?   | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |                  |
| I have read the job description and can perform the duties without an accommodation. | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | If no, explain:  |
| Do you have any relatives working for the Kittitas County Conservation District?     | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | If yes, explain: |

**EDUCATION**

|  |     |   |                          |
|--|-----|---|--------------------------|
| <b>High School:</b>  |     | City & State:                                     |                          |
| From:  | To: | Did you graduate?                                 | Explanation (if needed): |
|  |     | Yes      No                                       |                          |
|  |     | <input type="checkbox"/> <input type="checkbox"/> |                          |
| <b>College:</b>  |     | City & State:                                     |                          |
| From:  | To: | Did you graduate?                                 | Degree:                  |
|  |     | Yes      No                                       |                          |
|  |     | <input type="checkbox"/> <input type="checkbox"/> |                          |
| <b>Other:</b>  |     | City & State:                                     |                          |
| From:  | To: | Did you graduate?                                 | Degree:                  |
|  |     | Yes      No                                       |                          |
|  |     | <input type="checkbox"/> <input type="checkbox"/> |                          |
| <b>Relevant Professional Certificates and/or Licenses:</b> |     |   |                          |
|  |     |   |                          |

**PREVIOUS EMPLOYMENT**

*Resumes may be attached but will not be accepted as a substitute for completing this section and are not used in the initial screening process. Beginning with your present or most recent employment, list all your work experience for at least the last ten years, including periods of self-employment, volunteer activities, & U.S. military service. Attach separate sheets if necessary.*

|  |                        |   |
|--|------------------------|---|
| Company: _____   | Phone: _____           |   |
| Address: _____   | Supervisor: _____      |   |
| Job Title: _____   | Starting Salary: _____ | Ending Salary: _____                              |
| Responsibilities:  |                        |   |
|  |                        |   |
| From: _____  | To: _____              | Reason for leaving: _____                         |
| May we contact your previous supervisor for a reference? |                        | Yes      No                                       |
|  |                        | <input type="checkbox"/> <input type="checkbox"/> |

|  |  |
|--|--|
| Company: _____   | Phone: _____   |
| Address: _____   | Supervisor: _____  |
| Job Title: _____   | Starting Salary: _____ Ending Salary: _____              |
| Responsibilities:  |  |
| From: _____  | To: _____ Reason for leaving: _____                      |
| May we contact your previous supervisor for a reference? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

|  |  |
|--|--|
| Company: _____   | Phone: _____   |
| Address: _____   | Supervisor: _____  |
| Job Title: _____   | Starting Salary: _____ Ending Salary: _____              |
| Responsibilities:  |  |
| From: _____  | To: _____ Reason for leaving: _____                      |
| May we contact your previous supervisor for a reference? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

| REFERENCES       |                     |
|------------------|---------------------|
| Full Name: _____ | Relationship: _____ |
| Company: _____   | Phone No.: _____    |
| Address _____    | Email: _____        |
| Full Name: _____ | Relationship: _____ |
| Company: _____   | Phone No.: _____    |
| Address _____    | Email: _____        |
| Full Name: _____ | Relationship: _____ |
| Company: _____   | Phone No.: _____    |
| Address _____    | Email: _____        |

**DISCLAIMER AND SIGNATURE**

I hereby certify that the information contained in the employment application I submit to the Kittitas County Conservation District is true and complete to the best of my knowledge. I understand that material omissions or falsification of this application in any detail may result in my disqualification from consideration for employment or for dismissal from employment.

I understand that upon offer and acceptance of a position with the Kittitas County Conservation District I will be required to immediately furnish documentation establishing my identity and eligibility to be legally employed in the United States.

I understand that the Kittitas County Conservation District is in no way obligated to provide employment and also that I am in no way obligated to accept employment, if offered. This application does not bind either party, and the statements contained herein do not constitute and should not be interpreted to constitute any sort of contract of employment for a specific period of time.

Further, I am also aware that if I am hired by the Kittitas County Conservation District, my employment is at-will. Employment may be terminated with or without cause at any time by me or by the Kittitas County Conservation District. Terms and conditions of employment with the District may be modified at the sole discretion of the Kittitas County Conservation District with or without cause and with or without notice.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Applicant Authorization for Release of Information**

I, \_\_\_\_\_, authorize the Kittitas County Conservation District to contact all of my former or present employers for the purposes of verification and reference. This may include information of a confidential or privileged nature, to include but is not limited to contacting any references, and/or contacting anyone else who might be familiar with my past job performance. I knowingly and voluntarily release the Kittitas County Conservation District, its individual employees and Board members, and all my former or present employers, and their individual employees, from any and all known and unknown claims for damages or other relief arising out of the Kittitas County Conservation District request for and receipt of employment information, unless my current or former employer is prohibited by state or federal law from disclosing the information that the Kittitas County Conservation District requests. A photocopy of this signed Authorization is as valid as the original and shall be provided upon request to anyone from whom information is requested in determining my job qualifications. This release will expire at the end of the recruitment period.

Signature \_\_\_\_\_

Date \_\_\_\_\_