



POSITION DESCRIPTION

TITLE: ENGINEERING TECHNICIAN LEVELS I, II, AND III

REPORTS TO: Engineering Services Supervisor

GRADE: 4, 5, 6

FLSA: Non-exempt

CONFIDENTIAL: No

SUPERVISORY RESPONSIBILITIES

DIRECT: None*

INDIRECT: None

**Engineering Technician III provides technical guidance to Engineering Technician I and II*

MINIMUM QUALIFICATION REQUIREMENTS

Unless required by law, experience and education may be substituted for each other upon approval by the General Manager or their designee. Certifications required by law for the position must be obtained within first year in the position.

EDUCATION: High School diploma or equivalent; engineering office work which involves reading maps, plans and legal descriptions, using engineering terminology and/or processing real property transactions; valid California driver's license and proof of insurability are required. Standard First Aid and CPR certifications are required. Bachelor's degree in Engineering or a related field is preferred for Level I, II, and III.

EXPERIENCE:

Level I: Knowledge, skills, and ability to understand and interpret engineering plans; project coordination; minimum two years of experience with water related issues; experience with work in a government agency; knowledge of principles and practices of public agencies including state and federal laws relating to the production, distribution, and use of water and sewer in California; knowledge of the principles of civil engineering; excellent communication skills, both verbal and written; comprehensive ability to effectively utilize a personal computer and peripherals, along with related word processing and spreadsheet programs; proven ability to organize and manage competing priorities; excellent customer services skills.

Level II: In addition to Level I requirements, minimum five years of experience in an engineering environment or a government agency working with developers and the public. Experience with the fundamentals of engineering and real estate acquisitions. Knowledge of zoning, land use, assessments, and assessment tools. Understanding of the operation and maintenance of water distribution and sewer collection systems preferred. Demonstrated ability to assimilate data from various sources and assess/analyze data to resolve problems and make decisions. Geographic Information System (GIS) experience and ability to utilize the District's GIS system is required.

Level III: In addition to Level II requirements, minimum seven years of experience in an engineering environment or a government agency working with developers and the public. Familiarity with California Planning Law, California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), and state and federal regulatory compliance guidelines is required. Computer-aided design (CAD) experience and the ability to create engineering plans and specifications is required.

CONTACT RESPONSIBILITY

INTERNAL: Interaction with Manager and Supervisor to receive general direction and review results; Inspector(s) to provide required assistance; Operations personnel to conduct internal work assignments; all other District personnel as required.

EXTERNAL: Interaction with consultants; contractors; developers; general public; other government agency officials and others during the course of inspection to obtain water facilities which meet the District's requirements for acceptance into the District's system; emergency service personnel as necessary.

PHYSICAL REQUIREMENTS

Good hearing, eyesight and speech; excellent ability to communicate both verbally and in writing; ability to effectively utilize a personal computer and peripherals; able to tolerate periods of continuous sitting and exposure to a computer screen; may on an infrequent basis assist with lifting up to 50 pounds; when working outside the facility the ability to walk long distances; climb steep ladders; tolerate exposure to dust, fumes, odors, loud machinery and the ability to tolerate frequent bending and stooping.

ENVIRONMENTAL CONDITIONS

Work is primarily performed within an enclosed office setting with lighting and ventilation. Subject to conversational noise from other personnel within the facility, along with standard background noise found in an office environment. Subject to long periods of sitting and exposure to computer screen. When performing work outside the facility, subject to variable weather conditions and possible exposure to heavy equipment, dust, fumes, odor, and noise. Appropriate personal safety equipment is provided.

DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS

This at will position responsibilities include assisting the Engineering Department in the planning, development and coordination of District and developer projects throughout the District. Coordinates with developers in the planning and construction of projects being built within the District. Coordinates effort to maintain the District system with regards to easements, encroachments, rights of way, and land sales and acquisition. Coordinates data updates of the District's geographic information system (GIS). The ability to organize and prioritize a large volume of work efficiently and accurately; exercise sound, independent judgment within established guidelines; operate within budgetary guidelines; work effectively in a team environment; support of the District Strategic Plan and Mission Statement by acting as a positive role model and remaining informed and involved are essential. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District's safety programs is necessary. Reliable, stable attendance is required.

The following tasks are typical for this classification. Incumbents may not regularly perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business or staffing needs and changing business practices as defined by the General Manager.

%Time			Tasks
Level			
I	II	III	
40%	10%	25%	Project Tasks
			<ul style="list-style-type: none">Provides preliminary planning support and ongoing construction coordination with developers/proponents of projects to be constructed and granted to the District as part of the public system.Develops standard and specific agreements for pipelines and other facilities

			<p>required by the District.</p> <ul style="list-style-type: none"> • Tracks and evaluates the status of ongoing projects and coordinates requests for deposits with project proponents. • Coordinates with consultants regarding project reviews. • Participates in a variety of Board, budget, status, Engineering department and consultant meetings to provide input and resolve issues. • Provides administrative interaction with contractors. • Coordinates the review of work products for developer projects as prepared by the District's or developer's engineer. • Provides daily problem resolution and coordination for ongoing Development projects within the District with other District staff. • Coordinates and prepares easement document work as required for District and developer projects. • Interacts in conjunction with the Engineering Services Supervisor to provide information to contractors and developers for projects within the District's jurisdiction.
0%	0%	10%	<p>Regulatory Tasks</p> <ul style="list-style-type: none"> • Ensures compliance with District's various permits and related mitigation requirements. • Researches and ensures project compliance with California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA), and compiles project documentation.
30%	25%	35%	<p>Administrative Functions</p> <ul style="list-style-type: none"> • Organizes, maintains, and assists with implementation of retention requirements for District agreements and files. • Prepares a variety of Board and status reports as required. • Submits recommendations regarding departmental operations and procedures. • Coordinates updates and corrections to the District's Geographic Information System (GIS). • Utilizes computer-aided design (CAD) software to create and produce engineering plans and project details. • Assists the department in ensuring operations remain within budgetary guidelines. • Generates original, concise business correspondence utilizing District software.
10%	45%	10%	<p>Right-of-Way Coordination</p> <ul style="list-style-type: none"> • Provides assistance to Engineering Manager and Engineering Services Supervisor with acquisition of real property rights for pipelines, reservoirs, pump stations, building sites, and lease holds for District and developer projects. • Answers questions and assists with the resolution of issues regarding use of District rights-of-way. • Coordinates with Operations staff and the Facilities Coordinator to perform field reviews of potential encroachments on District easements. Prepares draft correspondence regarding removal or permitting of encroachments. • Corresponds in writing and person with property owners and public regarding permitting or removal of encroachments. • Prepares Encroachment Permits for review by Engineering Manager and Engineering Services Supervisor.
10%	10%	10%	<p>District Business</p> <ul style="list-style-type: none"> • Supports the public services counter providing information for developers,

engineers, contractors, and the general public to review plans and coordinate the work involved in privately sponsored residential, commercial, and industrial projects.

- Interacts with other local and governing agencies, developers, consultants, and operations; assists in the preparation and administration of engineering meetings as needed; coordinates with engineering consultants to ensure adherence with contractual obligations.

DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS

10% **10%** **10%** Performs all related duties as assigned.