



Job Description

Position: **Engineering Technician I/II**

Reports to: Operations Manager

Basic Function

Under general supervision, perform technical office engineering work in support of District or developer projects and programs; conduct engineering plan checking to ensure compliance with District requirements and specifications; prepare records, reports and analysis; and coordinate various water utility projects. Assignments are varied and may include operational, construction or design engineering tasks related to water supply, water quality, hydrogeology and infrastructure.

Supervision

Reports to the Operations Manager. May provide direction and general supervision to operations staff engaged in various related activities.

Distinguishing Characteristics

Engineering Technician I: This is the entry-level classification in the Engineering Technician series. Initially working under close supervision, employees in this role learn and carry out clearly defined tasks. As they gain experience and develop proficiency, they take on more complex assignments with increasing independence. This classification is alternately staffed with Engineering Technician II, and employees typically promoted to a higher level after two years of successful performance at the Engineering Technician I level, along with demonstrated competency in duties required of the Engineering Technician II.

Engineering Technician II: This is the fully qualified working level of this series. Under general supervision, incumbents independently perform the full range of professional duties. The Engineering Technician II must possess both a California State Water Resources Control Board T2 Treatment Operator Certification and D2 Distribution Operator Certification.

Typical Duties

Duties may include, but are not limited to, participating or directing the following:

- Perform engineering calculations, computations, research, analysis and related engineering support work for projects assigned.
- Conduct field, and office engineering studies related to the planning, design, construction and operation of facilities used for water treatment or distribution and/or for related control systems.

- Estimate cost, material, labor and time requirements.
- Work as technical liaison with developers, consultant engineers and other agency representatives on private and public development projects, subdivisions, systems design, assessment districts and other related projects.
- Perform contract administration on assigned construction projects, which may include assisting in the development of requests for proposals, developing bid specifications, acting as contract administrator, monitoring progress payments, ensuring conformance with the conditions of the contract, conducting field inspections, reviewing change orders and maintaining related documentation.
- Review development plans and specifications for conformance with Water District requirements, State and Federal Regulations and sound engineering practices.
- Prepare reports and correspondence as needed.
- Coordinate District well monitoring and aquifer testing.
- Maintain and manage electronic and hard copy engineering records using various technological methods. Research, prepare and update maps, drawings, specifications and technical materials using diverse platforms.
- Assist in the preparation of permit applications and environmental review documents related to District projects.
- Prepare letters and reports relating to plan submittal or in response to customer requests.
- Establish and maintain effective working relationships with City and County agencies, consultants, contractors and customers.
- Provide information to the public, both in person and by phone, regarding water system, projects, District policies and procedures, and other technical matters.
- Administer the Cross Connection Control and Backflow Prevention Program by maintaining records and providing information to State and local authorities when required.
- Test assemblies to ensure compliance with Cross Connection Control and Backflow Prevention Program.
- Conduct surveys of water service connections for the prevention, control and elimination of contamination or pollution hazards to the District's water supply.
- Administer the Districts customer Backflow Device Annual Testing Program.
- Oversee and maintain the District's work order management system, including the organization and upkeep of digital maps, technical drawings, specifications, and related documents using platforms such as GIS, GPS, and other relevant technologies
- Perform related duties as assigned.

Minimum Qualifications:

Knowledge

Basic engineering concepts, techniques, terminology and methods used in civil engineering, surveying and hydraulics as applied to planning, design and construction of water systems; technology and applications related to computer applications used in civil engineering such as

AutoCAD, WaterCAD, GIS, GPS; basic principles of contract administration, research methods and data processing; State and local regulations related to construction of water systems; Cross Connection Control Program State Laws; Installation and testing of cross connection assemblies; State and District ordinances and codes concerning cross connection control. Also desirable is the knowledge of standard waterworks practices including piping, pumps, motors and water treatment equipment

Ability to

- Apply engineering and data processing principles to find solutions to engineering problems
- Interpret and prepare drawings, maps, profiles graphs and compilations of numerical data; make engineering studies and economic evaluations; perform engineering computations, evaluations and research.
- Write and compile effective technical and administrative reports.
- Communicate information clearly and accurately, both orally and in writing.
- Effectively plan and coordinate all aspects of an assigned project, including review for compliance with all applicable environmental codes and statutes and coordination with regulatory and jurisdiction agencies on obtaining any necessary environmental or jurisdiction permits required for a project.
- Prepare and maintain accurate engineering records (paper and digital).
- Use specialized software to maintain and update computer databases.
- Deal tactfully and effectively with peers, customers and the public.

Experience and Education:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:

Experience: Two years of office and field engineering/construction experience.

Education: Completion of, or ability to complete within one year of appointment, either (1) six semester units or eight quarter units of coursework in engineering, construction, design or associated subjects at an accredited college or university, or (2) an equivalent program or instruction acceptable to the District.

License or Certification: Must possess and maintain a valid California Driver's License and a safe driving record. Must possess and maintain a valid Backflow Prevention Assembly Tester Certificate and a valid Cross Connection Control Specialist Certificate recognized by the California-Nevada Section, American Water Works Association or the ability to obtain certification within eighteen (18) months of employment in the position.

Desirable Qualifications: Experience in public utility or governmental agency. California State Water

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Resources Control Board T2 Treatment Operator Certification or D2 Distribution Operator Certification.

Other requirements:

Must be willing to work outside in a variety of weather. Must take part in all safety and training programs for staff, must have sufficient eyesight to read standard text on paper and computer screen, must have acute hearing, must be able and willing to lift, drag and push up to 60 pounds.

Revised: July 2nd, 2025 ~~September 1, 2017~~ (May 2013)

