



**Position:**     **Engineering Technician**

**Reports to:** Operations Manager

**Definition:** 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.

**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.
- Perform related duties as assigned.

**Minimum Qualifications:**

**Knowledge of:** 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. 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 statues and coordination with regulatory and jurisdictional agencies on obtaining any necessary environmental or jurisdictional permit 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 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 the 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.

**Desirable Qualifications:** Experience in public utility or governmental agency. California State Water 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 files and records weighing up to 25 pounds.

Revised: September 1, 2017 (May 2013)