



CLASSIFICATION SPECIFICATION

ENGINEERING TECHNICIAN I

Department: Engineering
Range:

FLSA Status: Non-Exempt
Effective Date: September 1, 2010

General Purpose

Under close supervision from the District Engineer, to perform entry level sub-professional engineering support involving computer-aided drafting and design work, and maintenance of engineering and construction records; and to perform related duties as required.

Essential Duties and Responsibilities

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents may expect to perform other related similar duties.

- Performs a variety of engineering technical support tasks.
- Drafts maps, charts, graphs and technical drawings in Auto Cad, ink or pencil, as required.
- Updates and lays out District atlas maps.
- Prepares cost estimates for installations of water projects.
- Maintains and updates construction records; works with contractors, land developers and their engineers for the preparation of construction plans for tract development.
- Performs routine plan checking and research of public land records and right-of-ways.
- Maintains records of work performed.
- Assists with the development of plans and specifications for a variety of District projects.
- Assists in performing on-site observation and inspection of capital improvement water facility project construction ensuring compliance with District's standards and specifications.

- Assists in scheduling and observing existing water facilities shut downs and tie-ins, including testing and sampling of new facilities to ensure water quality and public safety.
- Assists in taking water samples of newly installed facilities to insure that new water systems are meeting the State's requirements.
- Assists in locating District facilities through Underground Service Alert (USA's); assists with Valve Recovery Program locating valves paved over while in the field.
- Assists in providing parts for new meter installations, and processes meter information for Meter Department and office.
- Participates in District safety meetings.
- Performs other related duties, as assigned.

Qualifications

Knowledge of:

- Basic engineering principles and practices.
- Drafting procedures and equipment including Auto Cad.
- Engineering maps and records; and symbols used on maps, plans and blueprints.
- General math functions and calculations.
- Personal computers and engineering related software applications including Auto Cad and GIS.
- Safe work practices.

Ability to:

- Accurately perform basic drafting, engineering designs, estimates and computations.
- Perform technical research.
- Prepare and check maps, estimates and materials of assigned projects.
- Keep accurate construction records and prepare required reports.
- Learn to complete inspections insuring compliance with District standards.
- Learn to locate and mark facilities in the field.
- Operate drafting tools, surveying tools and other job related equipment.
- Establish and maintain cooperative working relationships with others.
- Communicate clearly and concisely, both orally and in writing.
- Operate standard office equipment, personal computers, Internet, Microsoft Office software products, and engineering related software including Auto Cad and Arc view.

- Operate a vehicle observing legal and defensive driving practices.
- Observe proper safety precautions.
- Work overtime as required.

Minimum Qualifications

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education:

High School graduation, or satisfactory equivalent, preferably supplemented by college level course work in math, engineering, information technology or a related field, and

Experience:

Experience in providing engineering support work, utilizing computer-aided drafting technology, is highly desirable.

Necessary Special Requirements

Must possess an appropriate valid, Class “C” Driver’s License issued by the California State Department of Motor Vehicles, and a good driving record.

Possession of, or ability to obtain prior to completion of probation, a valid, Grade I Water Treatment Operator’s Certificate, issued by the State Water Resources Control Board – Division of Drinking Water.

Possession of, or ability to obtain prior to completion of probation, a valid, Grade I Water Distribution Operator’s Certificate, issued by the State Water Resources Control Board – Division of Drinking Water.

Ability to obtain, prior to completion of probation, an Underground Line Locator Certificate, as required.

Physical Tasks and Environmental Conditions

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis.

While performing the duties of this classification, an incumbent is regularly required to stand and use hands and fingers to handle, or feel. The employee is frequently required to talk, hear, taste or smell, and to reach with hands and arms. The employee is occasionally required to sit, climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to twenty-five (25) pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include

close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Article 3.306

Advancement in salary is not automatic. It should be considered a reward for meritorious service. The General Manager may authorize the advancement of an employee who has performed twelve (12) months continuous satisfactory service.

An employee who furthers his/her knowledge in the field or employment may become eligible for consideration of a salary review by the General Manager. The General Manager may authorize reimbursement to the employee for cost of tuition, registration fees, required text books, certification costs and other related charges upon proof of receiving a passing grade, and /or certificate, whichever may be appropriate or both.

THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.