VALLECITOS WATER DISTRICT

ENGINEERING TECHNICIAN I/II

DEFINITION

Under general supervision, performs a variety of technical engineering duties in support of Engineering department projects and activities; performs related duties as required.

CLASS CHARACTERISTICS

Engineering Technician I is the entry level class in this series. Initially under close supervision, incumbents learn District Engineering procedures and practices. Incumbents will support Engineering staff and customers. As experience is gained, there is greater independence of action within established guidelines.

Engineering Technician II is the experienced, journey level class in this job class series, fully capable of independently performing the full range of duties, including generating maps and performing varied technical engineering support work. This class is distinguished from Engineering Technician III, which is an advanced journey level technical specialist capable of performing complex engineering design and plan checking work.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

- Provides customer service and technical assistance to Engineering customers, including developers, property owners, contractors, and engineers, on the telephone, via e-mail, and face-to-face; explains regulations, policies, and procedures to interested parties; provides Engineering assistance to District staff;
- Reads and interprets improvement plans for location and depth of facilities to provide information to the public and assist other engineering staff;
- Describes standards and design criteria for external customers such as developers, property owners, contractors, and professional engineers, as well as District staff;
- Prepares project reports, cost estimates, and routine memoranda and correspondence between the District and developers, contractors, public agencies, and other concerned parties; prepares agenda materials for District Board meetings;
- Prepares work orders, availability and commitment forms for projects; reviews and responds to site plan reviews and CEQA documents;
- Reads and applies regulations, contracts, maps, and other engineering related information; assists in the acquisition and recording of easements and rights-of-way, and drafts corresponding plat maps; prepares special assessment and flat rate charges for submittal to the County for inclusion on the annual tax bill;
- Prepares District reimbursement agreements; calculates water and sewer capital facility fees based on the District’s Master Plan and current fee schedules; calculates and determines engineering and developer fees; verifies payment against fee letters; credits to appropriate accounts;
Processes applications for water and sewer service and coordinates with other Departments to establish new accounts through the District’s Computerized Management and Maintenance System;

Sends and receives bid requests for capital facilities projects; maintains database of bidders;

Processes service applications, performs GIS research to verify pump zone, pressure, and backflow requirements; processes meter relocation/removal requests;

Develops and maintains paper and electronic Engineering files, including plan checks, inspections, work orders, easements, water and sewer availability, and hydraulic analysis; sets up job files for Engineering projects;

Prepares required paperwork related to annexations, detachments, off-site agreements, encroachments, and other documents utilized by the Engineering Department;

Calculates angles, areas, stationing, traverses, and related mathematical functions as related to engineering construction drawings and field surveys;

Attends meetings with outside agencies, developers, contractors, and the public as needed;

Occasionally makes construction site visits, performs field verifications, and coordinates with other utilities; may assist with field measurements and/or surveying;

Operates copiers and a variety of office equipment;

Performs duties in a professional manner and works well with others or in a team setting;

Establish and maintain cooperative working relationships with management, the public, employees, and those contacted during the work;

Regular attendance and adherence to prescribed work schedule to conduct job responsibilities;

Observes safe work practices and safety methods; performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge, Skills, and Abilities

Knowledge of:

- Principles, practices, methods, and materials of engineering support work including mapping, design and specifications, estimation, and construction as related to District systems;
- Engineering mathematics and data collection and analysis methods;
- Standard office practices and procedures; standard office and engineering equipment including computers, calculators, reproduction equipment, and related equipment;
- Basic principles of accounts receivable/payable;
- Surveying principles, practices, and equipment.

Ability to:

- Communicate clearly and concisely, both orally and in writing;
- Keep accurate records;
- Analyze data and information and draw logical conclusions;
- Read figures quickly and accurately and make mathematical and engineering computations;
- Establish and maintain effective working relationships with management, the public, employees, and those contacted during the work;
- Answer inquiries from the public and explain and apply policies and procedures;
- Write, read and/or interpret contracts, plans, specifications, maps, legal descriptions, and other information;
- Understand and follow verbal and written directions; work independently;
- Operate a computer and use a variety of computer software.

**Education & Experience**

Any combination of education or experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be: high school graduation or equivalent and:

- **Engineering Technician I**: successful completion of course work in algebra, geometry, and trigonometry and one year of experience in engineering support work. Experience in computer aided design and geographic information systems desirable.
- **Engineering Technician II**: two years of experience in technical engineering work at a level equivalent to the District's Engineering Technician I class. College or technical training in pre-engineering may be substituted for the experience on a year for year basis.

**Licenses, Certificates, and Special Requirements**

- Possession of, or ability to obtain, a Class C California driver's license, and a satisfactory driving record.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees may be required to wear and/or use personal protective and other safety equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; use hands and fingers to grasp and feel objects, tools, or controls; and reach with hands and arms. Employees are occasionally required to stand, walk, kneel, crouch, and may occasionally be required to lift or move up to 25 pounds. Requires vision abilities sufficient to safely operate a District vehicle and work on a computer.

Environment: Office environment. Less than 20% of time spent outdoors, possibly driving to other sites in District vehicle. May visit construction sites involving exposure to loud noises and uneven terrain. Frequently works in or around areas with minor amounts of dust. Some work done on ladders up to 4 feet above ground. Noise level is usually quiet.
I have reviewed this Job Description with my Supervisor and agree with its contents.

______________________________________________________________________
Employee Signature                                                   Date

______________________________________________________________________
Supervisor Signature                                                  Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.