VALLECITOS WATER DISTRICT

ENGINEERING TECHNICIAN III

DEFINITION

Under general supervision, performs complex technical engineering duties in plan review, design, and related engineering support areas which involves dealing with the public; performs related duties as required.

CLASS CHARACTERISTICS

This class performs complex technical engineering work in plan checking, design, and related engineering support within specified limits and under the direction of professional engineering staff. This class is distinguished from the Development Services Senior Engineer, which is a first line supervisory class responsible for day-to-day supervision of development services and administrative related activities.

ESSENTIAL FUNCTIONS

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

- Checks and processes water, sewer, and street improvement plans, grading plans, subdivision maps, and engineers' cost estimates to ensure completion of all required items for approval and subsequent construction phase; processes water and sewer applications; creates and manages electronic and hard copy project files;
- Reviews legal descriptions, easement documents, and plats for rights of way acquisition; makes engineering calculations to close traverses or easements; prepares quantity and cost estimates for varied projects;
- Prepares construction agreements, fee letters, contract documents, and other related legal documents relating to District improvements; researches plans and maps to locate records of existing water and sewer mains;
- May provide technical assistance and guidance to technical and construction inspection staff; performs duties of surveying and inspecting as required;
- Utilizes geographical information systems to generate maps; provides written and oral responses as appropriate to inquiries from developers, contractors, engineers, and the public relating to District projects; attends pre-bid meetings, site plan reviews, construction meetings, and utility coordination meetings with other agencies;
- Prepares revisions and updates to District Standard Plans and Specifications for approval by the District Engineer;
- Maintains project records; prepares correspondence and various technical, statistical, or narrative reports, spreadsheets, and databases;
- Reviews and runs water and sewer hydraulic models and runs fire flow analysis; compiles data on water and sewer capacity and meter counts;
- Participates in conferences and discussions with various field representatives and staff to review potential problem areas; provides technical and professional support to other District staff;
Explains projects and procedures; interprets Development Services department manual and standards; responds to technical customer service issues in person, on the phone, and through email;

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 co-workers, outside agencies, and the public;
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 civil engineering support work including mapping, drafting, design, specifications, and construction as related to District systems;
- Engineering mathematics including trigonometry;
- Data collection and analysis methods;
- Standard office practices and procedures; operation of standard office and engineering equipment including computers, drafting tools, and related equipment;
- Surveying principles, practices, and equipment.

Ability to:
- Communicate clearly and concisely, both orally and in writing;
- Keep accurate records; operate a computer;
- Analyze data and information and draw logical conclusions; handle data and make mathematical computations accurately;
- Use and maintain drafting instruments; perform sub-professional engineering work; read, interpret, and apply field notes to perform assignments;
- Establish and maintain effective working relationships with the public, employees, and others contacted in the course of the work;
- Answer inquiries from the public, explain and apply policies and procedures, occasionally in strained situations;
- Write, read, and interpret contracts, plans, specifications, maps, legal descriptions, and other complex information;
- Work independently;
- Conduct field surveys.

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 four years of experience in technical engineering support work. Possession of an Associate’s degree in civil engineering is desirable and may be substituted for up to two years of the required experience. Experience in computer aided design and geographic information systems is desirable.

Licenses, Certificates, and Special Requirements
- Possession of, or ability to obtain, a Class C California driver’s license, and a satisfactory driving record;
- Possession of an Engineer in Training (EIT) or Land Surveyor in Training (LSIT) certificate, issued by the California Board of Professional Engineers, Land Surveyors, and Geologists, is desirable.

**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 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.

<table>
<thead>
<tr>
<th>Employee Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

*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.*