

ENGINEERING TECHNICIAN I

Definition:

Under general supervision performs responsible technical and sub-professional engineering work on assigned projects, contracts, agreements and permits as required for a water system supplying irrigation, domestic, municipal and industrial users, and to do other related work as required.

Distinguishing Characteristics:

This classification is a sub-professional engineering, non-exempt classification. It is distinguished from the Engineering level classes by no requirement for a four year degree in engineering or registration as an EIT or PE with the State of California. The classification engages in a variety of engineering related duties as indicated below. The work is performed mostly in an office setting but may involve occasional visits to construction sites or water facilities. Work regularly requires standing, walking, sitting for prolonged periods, use of the telephone and personal computer, and interacting with customers and developers in person. Occasionally climb, kneel or stoop, lift and move up to 50 pounds and frequent and prolonged periods of review of maps, plans and specifications.

Examples of Duties:

- assists with preparation and review of facilities agreements, descriptions and maps for rights-of-way required on Agency projects, encroachment permits, designs, plans, specifications, standards, estimates and reports for the construction of water system projects;
- provides information to customers, contractors, developers, engineers, other public entities regarding present and proposed treated and irrigation water systems, Agency rules, regulations, rates, standards and specifications;
- reviews Facilities Agreement's for conformance with Agency's standards;
- prepares cost estimates;
- perform related duties as required.

Qualifications:

Knowledge of:

- good customer service principles and practices, pipeline materials, hydraulic principles, and water facility construction and design, and cost estimating;
- computer assisted drafting;
- Geographical Information Systems (GIS);

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- general knowledge of laws governing encroachment, rights-of-way, utility easements and water utility construction.

Ability to:

- prepare draft agreements, right-of-way documents;
- work with the public and developers;
- prepare accurate plans, specifications, cost estimates and draft technical reports;
- make accurate computations and drawings;
- collect and analyze data;
- interpret engineering designs, plans, records;
- operate copy machines, other common office equipment including personal computer and common engineering software including AutoCAD, Excel, Word, Access and Outlook;
- do field surveys and follow oral and written instructions;
- establish and maintain cooperative working relationships;
- communicate effectively both orally and in writing.

Education/Experience:

Sufficient education, training and experience to demonstrate the knowledge, skills and abilities listed above. These would normally be acquired by completion of the requirements for graduation from a junior college with major studies in drafting, surveying and engineering, and two years of increasingly responsible sub-professional engineering experience, contract administration and public relations for office and field work in water systems; or six years of experience as described above or an equivalent combination of education, training and experience. Previous experience with AutoCAD and GIS is preferred.

License/Certificates:

Must possess and maintain a valid California driver's license with an acceptable driving record.