

**VALLEY CENTER MUNICIPAL WATER DISTRICT**  
**ENGINEERING TECHNICIAN I**

**DEFINITION**

Incumbents perform a variety of technical engineering duties in support of District activities in the office and/or in the field with increasing levels of understanding, application, correlation and responsibility with each position level.

**CLASS CHARACTERISTICS**

Engineering Technician I (Tech I) is the entry level position in the Engineering Technician series. Under general supervision of the District Engineer and immediate supervision of the Senior Engineering Technician, incumbents are expected to have a basic knowledge of the Engineering Department activities, codes, standards and responsibilities and provide basic engineering support in all areas of the Engineering Department.

Incumbents are expected to perform a wide range of increasing complex duties depending on experience levels related to engineering support activities to include, but not limited to, the following: customer service, engineering records processing and maintenance, computer drafting, geographic information system utilization, surveying, easement preparation and review, facility construction inspection, utility mark-outs, plan review, material submittal review, water and wastewater design, and project coordination assistance

**ESSENTIAL DUTIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this position.*

Maintains and files engineering documents, such as record drawings, encroachments, easements, and project files.

Updates maps on street improvements, vacations, and easements; prepares miscellaneous illustrative materials.

Performs routine field engineering work, such as assisting in performing field surveys.

Prepares, updates, drafts, retrieves, and files District maps, plan, and records.

Assists with water meter and sewer applications, determines meter and sewer permit fees, as needed.

Drafts maps, charts, diagrams, graphs, and tables as they apply to various engineering drawings.

Provides assistance to the public in finding information regarding the location of existing records and improvements.

Performs basic GIS editing as instructed by GIS Analyst.

Reads and understand water and sewer maps, drawings, and other construction documents; obtains record information from other utilities to research facility locations; researches files, drawings, survey maps and parcel

information for various data.

Gathers data needed to complete drawings by visiting sites; including measurements, field notes and verifies incomplete data.

Operates District vehicles.

Performs other duties as assigned.

## **QUALIFICATIONS GUIDELINES**

**Knowledge of:** Customer services practices, principles, methods and materials of civil engineering support work, including mapping, drafting, design and specifications, estimation and construction as related to District facilities; engineering mathematics, including trigonometry; data collection and analysis methods; basic GIS principles; standard office practices and procedures; surveying principles, practices and equipment; operation of standard office and engineering equipment including computers, MS Office and GIS software applications, calculators, reproduction equipment, drafting tools, survey equipment and related software applications common materials used in construction of water and sewer utilities, such as pipe, fittings, valves, and other related appurtenances; industry standard construction methods, safety, environmental, storm water pollution prevention plan and other state/federal regulations.

**Ability to:** Perform technical engineering support work in a variety of areas; use office and drafting tools, software and equipment in preparing skilled layouts, prepare maps and related materials; prepare basic water design drawings; analyze engineering technical and statistical information, evaluate alternatives and making sound recommendations; prepare accurate records and notes, clear and concise reports, correspondence and other written materials; read and interpret contracts, plans, specifications, maps, legal descriptions and related complex regulatory and technical information; utilize GIS extensions; communicate clearly and concisely, and be understood while using the District's radio communication system; establish and maintain effective working relationships with other employees and those contacted in the course of the work.

## **EDUCATION, EXPERIENCE, LICENSES AND CERTIFICATIONS**

**Education:** Equivalent to a High School Diploma; completion of college level coursework in drafting, civil engineering, CADD, water technology or related fields; or an Associate's Degree with course work in engineering or a related field is highly preferred.

**Experience:** Three years of experience in the engineering field related to water and/or wastewater, or its equivalent; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**License and Certifications:** California Class C Driver's License

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

*The physical demands and work environment described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands:** While performing the duties of this position, and depending on assignment, incumbents may regularly be required to use hands to grasp or feel, reach with hands and arms, stand, sit, walk, climb, balance, stoop, kneel, crouch, crawl, talk and hear. Incumbents may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment:** While performing the duties of this position, work is performed either in an office settings

or outdoors. Incumbents working outdoors may occasionally work near moving mechanical parts and be occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually quiet to moderate.

POSITION DESCRIPTION APPROVED:

  
~~General Manager~~

06/29/2020

**Date**