

VALLEY CENTER MUNICIPAL WATER DISTRICT
ENGINEERING TECHNICIAN III

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 III is the lead level position in the Engineering Technician series. Under decreased general supervision of the District Engineer and immediate supervision by the Senior Engineering Technician, provides direction, instruction and training to lower technician levels. Incumbents specialize in certain areas, while maintaining a Tech II level understanding and application abilities in all department activities.

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.

Processes and reviews development plans for completeness and compliance with District design and construction standards.

Prepares construction estimates and completes quantities and list of materials for construction projects.

Reviews and comments on contract documents for prospective District projects, assists with the bidding process, and reviews legal descriptions.

Provides lead direction, instructions, and training to less experienced/subordinate staff.

Designs water and sewer improvements with little to no oversight.

High level of proficiency in current AutoCAD and Civil 3D software; provides training to lower level staff and reviews their work.

Able to plan and check a wide range of improvement plans, with minimal oversight.

Well versed in development process, from concept approval to final complete.

Supports Senior Engineering Technician, and assumes the role of assistant project manager on development and special projects as assigned.

Attends meetings for preliminary discussions with developers and/or engineers of proposed projects to advise them of existing District facilities, feasibility of the projects, policies and procedures and provides information for project design.

Assists in the preparation of construction agreements, contract documents and other legal documents related to District improvements.

Develops and presents proposed resolutions to identified design problems; reviews RFI's, submittals, and change orders.

Processes encroachment permits and violations to include maintaining a file, obtains required signatures, notarization and public recording of documents if applicable and coordinates USA mark-outs and encroachment inspections.

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 make 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 as an Engineering Tech II, 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