

VALLEY CENTER MUNICIPAL WATER DISTRICT
SENIOR ENGINEERING TECHNICIAN

DEFINITION

Under general direction and supervision of the District Engineer, incumbents supervise assigned engineering staff and perform paraprofessional engineering work to provide a variety of journey to complex level drafting, surveying, fieldwork, engineering customer service, and other technical civil engineering duties in support of District activities.

CLASS CHARACTERISTICS

This is the lead or advanced-journey level in the Engineering Technician series. Under decreased general supervision, provides direction, instruction and training to lower technician levels. Incumbents are expected to be fully competent to perform and/or supervise staff to perform, the full range of complex paraprofessional engineering duties related to engineering support activities. Incumbents specialize in multiple areas, such as customer support regarding system information, and processing water and wastewater service applications; coordination of the acquisition and processing of easements and property rights; easement encroachments; utility mark-outs; geographical information systems; water conservation; AutoCAD drafting; surveying; hydraulic model computer applications; construction inspection; water, wastewater and recycled water design and plan checking; and project and construction management assistance. This position requires the use of independent judgment and initiative.

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.

Plans, assigns, supervises, reviews and evaluates the work of assigned staff; provide staff training and development; assists in the selection of staff; reviews work for accuracy and compliance with department standards; studies and standardizes procedures to improve department efficiency; participates in necessary disciplinary actions and writes performance reviews.

Ensures high level of customer service; provides assistance to staff in resolving problems; ensures safe work methods are followed and appropriate safety precautions and equipment are utilized; and conducts safety meetings.

Assists Senior Engineering in conditioning and approving development and special projects, assumes role of project manager once projects are in construction phase.

Responsible for all Low Pressure Grinder Pump installations from concept to final execution.

Understands drafting concepts, oversees and directs staff in accomplishing required tasks.

Coordinates with GIS staff to ensure adequate sharing of information, and reviews GIS data to be current and accurate.

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.

Researches and interprets property legal descriptions and easement descriptions; reviews proposed maps for accuracy; drafts descriptions and plats; acquires easement/right of way and fee property required for projects. May perform notary duties; reviews engineering department documents prior to recording.

Collaborates with representatives from engineering firms, developers, property owners, other utilities, public works agencies, other governmental agencies and contractors on technical matters to verify data, locate lines, coordinate various stages of work and/or explain the District's procedures and water commitment process.

Oversees plan review and processes improvement plans, grading plans, subdivision maps and engineer's cost estimates for conformance with District standards; prepares construction agreements, contract documents and other legal documents relating to District improvements. Develops and presents proposed resolutions to identified design problems. Obtains record information from other utilities to research facility locations; researches files, drawings, survey maps and parcel information for various data; when necessary, gathers data needed to complete drawings by visiting sites; including measurements, field notes and verifies incomplete data.

Using basic engineering design concepts, automated and manual drafting techniques, prepares preliminary design and complete engineering construction drawings, including plans, profiles, elevations, contours, cross-sections and detailed working drawings and maps for water and sewer facilities; performs calculations and plots profiles and topography from survey notes; transforms field and survey data into design elements; prepares engineering calculations and cost estimates for assigned projects.

Oversees the processing of requests from property owners to quitclaim unneeded District easements; researches and obtains approval; prepares quitclaim document, processes requests from property owners and utility companies for easements over District fee property; researches requests and reviews descriptions and plats or documents submitted.

Processes revisions and updates to District standard drawings and specifications for approval; prepares accurate and concise technical reports, displays and correspondence.

Prepares a variety of technical reports, specifications, graphs, charts and correspondence; designs, prepares and updates a variety of forms and charts throughout the department; writes periodic progress reports on construction and expansion projects

Conducts field investigations to verify location and installation of existing and proposed water or sewer facilities.

Provides support to inspection of staff with encroachments, researching easements, permit generation and execution, violation tracking, recording of documents, and maintaining records.

Performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of: Supervisory principles and practices, including selection, training, work evaluation and discipline 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, calculators, reproduction equipment, drafting tools, survey equipment and related software applications.

Ability to: Perform technical engineering support work in a variety of areas; use drafting tools and equipment

in preparing skilled layouts, preparing 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 an AA degree in drafting, civil engineering, CADD, GIS, water technology, and/or a related field.

Experience: Three years of experience as an Engineering Technician III, 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

06/30/2020

Date