

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: JULY 1, 2019

POSITION TITLE: **ENGINEERING TECHNICIAN I / II**

GRADE LEVEL: E10 / E13

SUPERVISOR TITLE: Engineering Services Supervisor

FLSA Status: [] Exempt [X] Non-Exempt

BARGAINING UNIT: [X] RCWDEA [] RCWD MPCEA

DEFINITION

Under close supervision, progressing to general supervision, individuals within the Engineering Technician job series will perform a variety of routine to moderately difficult technical engineering duties related to development services, customer service, and document administration; will assist the public and other District departments; and will perform related duties as assigned

CLASS CHARACTERISTICS

Engineering Technician I

This is the entry level position in the Engineering Technician class series. Positions assigned to this level perform a variety of routine engineering-related duties with specialized training or practical experience. Incumbents work under close supervision while being trained and gradually work more independently as knowledge and skills increase. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit

Engineering Technician II

This is the journey level position in the Engineering Technician class series. Positions assigned to this level perform a variety of routine to moderately difficult technical and engineering-related duties with specialized training and practical experience. Incumbents work under general supervision while exercising independent judgment within established systems and procedures. Because incumbents in this classification are expected to be fully trained and competent, such position typically requires significant previous work

experience in the appropriate field. This job classification is represented by the Rancho California Water District Employees (RCWDEA) bargaining unit

EXAMPLE OF DUTIES (Duties may include, but are not limited to, the following):

- ✎ Prepare and process applications and agreements for new services, new or relocated facilities, plan check and inspection submittals, and related duties pertaining to potable water, recycled water, and sewer service, while collecting necessary fees and deposits
- ✎ Perform and coordinate engineering records administration; review documents to ensure accurate information; examine supporting documentation to establish proper authorizations and conformance with District policies, agreements, and contracts; log, track and record various documents with the County
- ✎ Research and prepare written correspondence related to technical engineering service requests by outside public agencies or customers, including: fire flow information, fire hydrant locations, availability letters for water, sewer, and recycled water, first and final permit clearance, shutdown notifications, mapping, and other related information
- ✎ Read and interpret engineering drawings/plans to identify service location and installation requirements, calculation of fees, backflow protection requirements, and wastewater pre-treatment requirements
- ✎ Utilize GIS to identify and locate water, sewer, and recycled water facilities; to determine and document property-specific service information; and to prepare calculations of parcel sizes for (new or modified) service requirements, including, but not limited to: water pressure, budget-based tiered rate variances, and fee(s) determination
- ✎ Research and respond (verbally and in writing) to a variety of technical inquiries and information requests, including interpretation of District rules and regulations, design guidelines, and/or standards and specifications
- ✎ Prepare and file associated correspondence, and assist with integrating engineering files and records into a centralized document management structure
- ✎ Prepare, process, and coordinate permits and utility service agreements required for District-led projects
- ✎ Prepare computer-generated graphics, maps, and exhibits using Geographic Information Systems (GIS) and/or other related light-spatial software tools
- ✎ Perform construction contract administration and document review/routing tasks (e.g. System Facilities Construction Agreement and related developer construction document submittals), and provide technical assistance during construction of various capital and development projects to ensure compliance with District requirements

- ✎ Gather technical data from various sources (e.g. service records, record drawings, field visits, manufacturer websites, technical publications, and public record databases) related to research requests and evaluation
- ✎ Coordinate creation of as-constructed facility records, and coordinate record conversions to the District's GIS
- ✎ Review and modify, as necessary, engineering and administrative documents to keep pace with changes having legal and/or general industry significance (e.g. rules and regulations governing water and sewer service, design guidelines, approved materials list, technical specifications, etc.)
- ✎ Conduct the District's Notary Public requirements, as needed
- ✎ Provide technical assistance to other departments
- ✎ Perform related duties as assigned

QUALIFICATIONS




Engineering Technician I

Knowledge of:

- ✎ Applicable rules, regulations, policies, and fee structures
- ✎ Mathematics and mathematical reasoning
- ✎ Proper English, grammar, and punctuation
- ✎ Customer service standards and protocols
- ✎ Principles and practices of land development and real property assessments.
- ✎ Public governance structure and applicable local, state, and federal laws, codes, regulations, and ordinances
- ✎ Computer-based applications and systems pertaining to the required engineering-related duties (e.g. Microsoft Office, Adobe, ESRI geographical information systems, etc.)

Ability to:

- ✎ Coordinate and participate in a wide range of technical engineering duties and processes
- ✎ Communicate effectively, verbally and in writing
- ✎ Perform detailed work thoroughly, neatly, and accurately under changing deadlines on multiple concurrent tasks
- ✎ Maintain accurate files and records
- ✎ Comply with the District's Safety, Health and Environmental policies
- ✎ Establish and maintain effective working relationships with internal and external customers
- ✎ Utilize a personal computer for conducting job-related functions

-  Read and interpret engineering drawings/plans
-  Interpret and explain District fee structures, rules, regulations, policies, and procedures
-  Organize work, set priorities, and exercise sound independent judgement within established guidelines



SELECTION GUIDELINES

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: At least one year of engineering services experience (preferably with a public water/wastewater utility) that provides familiarity with engineering, land development, and facility construction procedures and terminology; or one to two years' experience as an Engineering Aide

Training: Equivalent to graduation from high school or GED equivalent with specialized coursework in water technology, GIS, engineering, construction, or a closely related field; or an equivalent combination of training and experience






License and Certificates:

-  Valid California Class C Driver's License, required
-  Notary Public Certificate, required, or ability to obtain within one (1) year

*In addition to the qualifications for **Engineering Technician I:***

Engineering Technician II

Ability to:

-  Perform increasingly responsible and varied assignments under decreasing degrees of direction
-  Develop, document, and illustrate key policies, processes, and business requirements of related engineering functions
-  Use sound business judgment in applying advanced principles, methods, and techniques
-  Gain cooperation and consensus through discussion and collaboration
-  Interpret, explain and reach sound conclusions in applying complex District Water and Sewer Rules and Regulations



SELECTION GUIDELINES

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: At least three years of increasing responsible engineering services experience (preferably with a public water/wastewater utility) that provides familiarity with engineering, land development, and facility construction procedures and terminology; or a minimum of three years' experience as an Engineering Technician I









Training: Equivalent to graduation from high school or GED equivalent with specialized coursework in water technology, GIS, engineering, construction, or a closely related field; or an equivalent combination of training and experience

License and Certificates:



-  Valid California Class C Driver's License, required
-  Notary Public Certificate, required

PHYSICAL REQUIREMENTS / WORKING CONDITIONS (I/II Levels)

The essential functions of this position will require the employee to perform the following physical activities:

-  Frequently use office equipment such as a computer, copier and FAX machine
-  Must be able to carry, push, pull, reach and lift materials and objects up to 25 lbs.
-  Extended standing, walking, sitting, reaching, stooping, and bending
-  Communicates verbally with District management, co-workers, and the public in face-to-face, one-on-one, and group meetings
-  Regularly uses a telephone or radio for communication
-  Ability to speak and hear both in person, by telephone, and radio
-  Vision within normal ranges including color vision with or without correction
-  Regular attendance

The essential functions of this position will require the employee to be exposed to the following working conditions:

-  Work in a temperature controlled office environment with moderate noise
-  Occasional travel by automobile conducting District business

_____	_____
Employee Signature	Date
_____	_____
Supervisor/Manager Signature	Date