



**ENGINEERING TECHNICIAN I**  
**Operations Engineering Department**

**Range: 34**  
**Salary:**

**JOB DEFINITION:** Under general supervision, to perform a variety of sub-professional engineering duties in the planning and installation of water, sewer and reclaimed water facilities; and performs other duties as assigned by the Engineering Supervisor

**SUPERVISOR:** Operations Engineer

**REPORTS TO:** Operations Engineer

**DISTINGUISHED FROM LOWER RANGE POSITION(S):**

Engineering Technician I is an entry level service planning position.

**EXAMPLE OF DUTIES:**

Assists developers in planning for new water, sewer and reclaimed water service; conducts initial meetings with developers to explain Agency policies, procedures and requirements for new construction; assists in distribution system evaluation and analysis based on developer's requirements; checks water system plans for fire hydrant locations, valve locations, and pipe size; checks and verifies material specifications; insures conformance of new construction with the Agency's general plan; determines the extent of Agency involvement in new construction and prepares cost estimates and maps for board review; coordinates all contact with developers to insure that proper forms, records and permits are complete; supervises the work of the construction inspector and makes inspection in person to insure that all requirements are met; reviews all jobs to determine safety procedures and perform work in safety related assignments; works with health officials to investigate, evaluate and remedy possible health hazards; coordinates with other departments of the Agency in investigating water quality inquiries; performs a wide variety of sub-professional engineering, Computer Aided Design (CAD), drafting, and customer service work as required.

**QUALIFICATIONS:**

**Schooling:** High School Diploma or G.E.D.

**Certification(s):** None required

**Experience:** Any combination of training, experience or education which would likely provide the required knowledge and abilities

**License(s):** Possession of a valid driver's license issued by the California Department of Motor Vehicles for use of operating Agency vehicles and equipment required in the fulfillment of the job duties for this position, with an acceptable driving record

**Knowledge:** Principles of *algebra, geometry and trigonometry* and their application to engineering; Principles and practices in water, reclaimed water, and sewer collection and distribution systems; Techniques of surveying, drafting and construction inspection; Codes, regulations, safety and health precautions relating to water, reclaimed water and sewer service, basic understanding of Word, Excel and AutoCad.

**Ability:** Apply the principles of algebra, geometry and trigonometry in performing required duties; perform Computer Aided Design (CAD) drafting and mapping; read and interpret engineering plans and specifications, legal descriptions and survey notes; compile information and compose clearly written technical reports; maintain complex records; work independently with a minimum of supervision; establish and maintain cooperative working relationships with fellow employees, contractors, engineers and the general public.

**PHYSICAL REQUIREMENTS:**

**Climbing:**  yes  no **Frequency:** Continual  Often  Infrequently  Never

Examples: Going up and down ladders, getting into large vehicles, etc.

**Bending:**  yes  no **Frequency:** Continual  Often  Infrequently  Never

Examples: Performing inspections, water quality duties

**Sedentary/sitting:**  yes  no **Frequency:** Continual  Often  Infrequently  Never

Examples: Driving or riding in vehicles, heavy equipment

**Standing:**  yes  no **Frequency:** Continual  Often  Infrequently  Never

Examples: Standing on carpet, pavement, dirt, concrete at work sites or in Agency facilities

**Repetitive motion:**  yes  no **Frequency:** Continual  Often  Infrequently  Never

Examples: Use of computer, writing instruments, etc.

**Respiratory (requiring use of respirator or face mask)**  yes  no

Examples: When entering reservoirs, misc. agency facilities, as appropriate

**WORK ENVIRONMENT:**

Generally, work is performed indoors within the Agency Operations Center, which has a heating and air conditioning system. Within the Operations center, there is both overhead lighting and natural light from windows. There is a music/paging system which is on and operating throughout the work day. There are a number of pieces of office equipment that operate within the confines of the Engineering-Operations work areas, including, but not limited to: telephones, computers, computer printers, plotters, and calculators.

On occasions, work will be assigned outside the Agency Operations Center or at outlying Agency facilities and will take place in all weather conditions, including extreme heat in excess of 110°.

**I have reviewed this Job Description with my Supervisor and received a copy.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

***The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.***