
Mt. View Sanitary District

Policies and Procedures Manual

POLICY TITLE: Engineering Technician

POLICY NUMBER: 2335

JUNE 2015

FLSA: NON-EXEMPT

ENGINEERING TECHNICIAN

DEFINITION

Under general supervision, performs a variety of paraprofessional engineering assignments including developing and maintaining engineering drawings, plans, and specifications for projects, preparing reports, and performing basic engineering calculations; performs field surveys and investigations; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from the Maintenance and SSMP Coordinator. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is the journey-level paraprofessional engineering class that performs the full range of technical work in all of the following areas: field surveys and investigations, drafting and computation work, researching engineering topics, and creating and maintaining maps and drawings, in addition to performing office and field work related to assigned engineering projects and programs. This class is distinguished from the Sewer Construction Inspector in that the latter performs complex inspections of the District's infrastructure.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists Maintenance and SSMP Coordinator in planning and scheduling all District maintenance activities utilizing the District's Computerized Maintenance Management System (CMMS).
- Assists professional engineering staff in wastewater and sewer related construction design and drafts plans for District construction projects, system repair, and improvements; checks and processes water and sewer improvement plans; grading plans; subdivision maps; and prepares quantity and project cost estimates.
- Performs field, office, and computer-aided studies; conducts field surveys and investigations; collects data using topographical survey equipment; analyzes data using statistical methods and automated

Adopted June 11, 2015

software applications; provides technical support and recommendations to Engineers conducting studies and special projects for the District.

- Reviews plans and specifications for a variety of construction projects by reviewing subdivisions, general plan amendments, and rezoning applications; coordinates application processes and determines fees required; ensures compliance with project safety and construction standards and District requirements.
- Tracks development projects from initiation to completion, including project acceptance, preparing cost and material estimates, determining meter sizes and calculating estimated entitlements, release of bonds, and project closeouts.
- Assists in review and conditioning of proposed projects, real property matters, CEQA compliance tasks, planning studies, and permit processing and tracking.
- Locates and marks underground utilities in accordance with Underground Service Alert (USA) regulations; updates maps and databases adding underground services, as needed.
- Performs calculations and studies; creates and develops reports for review by the District Manager/CEO, Board of Directors, and regulatory agencies.
- Processes hydrant meter applications, including reviewing permits, location, use, and billing information, creating accounts, and coordinating meter set-up/pick-up services.
- Coordinates capital improvement projects with contractors, utility companies, other agencies, and the public; enforces project safety standards; ensures compliance with District infrastructure standards
- Responds to a wide variety of technical and standard questions and inquiries from the general public, contractors, builders, realtors, engineers, and other District staff.
- Maintains and updates department records, tracking lists, permit records, and files of engineering plans, including grading, encroachments, improvements, and final maps.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic civil engineering principles, practices, and methods applicable to office and field work involving the design and construction practices and methods of wastewater facilities and infrastructure, including pipelines, pipe fittings, and related appurtenances.
- Engineering plan types, review practices, and permit filing and approval procedures.
- Principles and practices of technical civil engineering drafting and surveying support.
- Applicable Federal, State, and local laws, codes, and regulations, including administrative and department policies and procedures.
- Technical engineering mathematics.
- Modern office practices, methods, and computer equipment and applications, including AutoCAD, GIS, and related applications.
- Principles and procedures of record keeping and technical report writing.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Basic civil engineering principles, practices, and methods applicable to office and field work involving the design and construction practices and methods of wastewater facilities and infrastructure, including pipelines, pipe fittings, and related appurtenances.
- Engineering plan types, review practices, and permit filing and approval procedures.
- Principles and practices of technical civil engineering drafting and surveying support.
- Applicable Federal, State, and local laws, codes, and regulations, including administrative and department policies and procedures.
- Technical engineering mathematics.
- Modern office practices, methods, and computer equipment and applications, including AutoCAD, GIS, and related applications.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Work in a team environment as a contributing team member.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an Associate's degree with major coursework in engineering, geography, computer science, or related field and three (3) years of increasingly responsible paraprofessional experience in civil engineering, drafting, surveying, or related field.

Licenses and Certifications:

- Must possess and maintain a valid Class C California driver's license. Must continue to meet all of the provisions of the District to be insured with the terms and conditions of the District's insurance program as condition of employment.

PHYSICAL DEMANDS

Work is performed in an office environment and in the field. The office environment requires the mobility to work in a standard office setting and use standard office equipment, including a computer, vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 25 pounds. The field environment requires the mobility to walk long distances, traverse uneven, hilly

terrain, climb ladders, and stairs. The field work requires the agility to inspect temporary, unfinished, construction sites and access points, which may include entry into confining spaces and inspecting sites of significant height. Requires the ability to operate a motor vehicle to visit various District development and meeting sites.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, rough terrains, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes.