

# ENGINEERING TECHNICIAN I

## JOB SUMMARY

Under direct supervision, performs a variety of routine engineering and planning work; provides technical information to the public regarding requirements for development and construction; prepares water and sewer orders; performs investigations related to water and sewer requests; performs manual drafting and graphics information for presentations and reports; maintains departments records; and performs related work as required.

## EXAMPLES OF DUTIES

*(Duties include but are not limited to the following):*

- Responds to telephone, personal and written inquiries from developers, contractors, and the public regarding District water and/or sewer services, water distribution and sewer systems, and Legislative Code.
- Prepares and processes water and/or sewer orders and calculates capacity fees. Calculates cost of new water and sewer services, prepares quotations, and receives payments for water and sewer services.
- Inputs data, prepares reports and analyzes using Excel, MS Word, Access and other applications; updates and maintains data on MS Projects program.
- Researches District and County records to provide information to the public, developers, contractors, and District staff.
- Assists with plan checking of developer plans and applies Ramona Municipal Water District Standard Plans and Specifications.
- Compiles bid packages and coordinates advertising.
- Processes and tracks work orders and deposits.
- Processes requests for excavation permits, and other permits from County and State agencies.
- Maintains sewer equivalent dwelling unit (EDU) records, water meter sales records, developer agreements, and other associated records.
- Prepares construction estimates using developer data, prepares bond packages, and processes construction agreements for Board approval.
- Prepares departmental monthly reports, graphs, productivity indicators, spreadsheets, developer deposits, and databases.
- Provides clerical and secretarial support for department.
- Organizes, maintains, purges, and archives department records.
- Operates reproduction and scanning equipment.
- Documents work processes and procedures.

- Uses GIS applications to prepare exhibits and access information regarding the District and County records and facilities mapping systems.
- Uses drafting tools to perform drafting of utility water mains, sewer mains and ties, and relevant data.
- Performs other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### Knowledge of:

- English usage, spelling, grammar, punctuation, and report writing.
- Terminology and symbols used in engineering and mapping.
- Arithmetic and algebra.
- Basic manual drafting techniques.
- Basic public relations techniques.
- Creating graphs and diagrams from data (manually and computerized).
- Principles and procedures of record keeping.
- Appropriate safety procedures, practices and regulations.

### Ability to:

- Provide responsible assistance to the public relative to engineering requirements for development.
- Make arithmetic calculations to determine fees.
- Read, understand and interpret technical materials.
- Make neat and accurate tracings, drawings, and graphics.
- Read and understand blueprints and maps.
- Use geographic information systems (GIS) applications.
- Read, understand, interpret, and/or apply and utilize maps, specifications, ordinances, codes, regulations, and other materials relevant to water/sewer service, planning, storage, and distribution.
- Follow established codes, policies, and guidelines.
- Maintain complete and accurate records and documentation.
- Perform work in accordance with safety regulations, guidelines, and practices.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective relationships with those contacted in the course of work.

### Experience and Education:

Any combination of training, experience and education that could likely provide the required knowledge and abilities stated above, and the ability to perform the duties of the position would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Two (2) years experience performing routine engineering office or field work. Customer service experience is required.

Education: Formal or informal education or training at a level which ensures the ability to read, write, and perform mathematical computations and write reports at a level necessary for successful job performance, supplemented by college-level coursework in drafting, algebra, and report writing is desirable.

### Licenses and Certificates:

Possession of a valid California driver's license, Class C, with ability to maintain insurability under the District's insurance carrier.

Physical Demands:

Hear normal conversation in person and/or on the telephone, with or without electronic aids; see to read fine print; sit or stand for prolonged periods of time; use hands and fingers repetitively to manipulate small objects and print or write legibly; frequently lift up to 10 pounds and occasionally lift up to 25 pounds; reach with hands and arms; speak in a normal voice to be able to be heard and understood on the telephone and awareness of electrical hazards.

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