

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
JOB DESCRIPTION**

Job Title:	Engineering Technician I/II	Department:	Technical Services
Department Head:	District Engineer	FLSA:	Non-Exempt
Probationary Period:	1 year	Revision Date:	02/01/2020

**Position Overview:**

Under direct supervision from the District Engineer, performs a variety of sub-professional engineering tasks. These tasks include plan checking; assisting in environmental and civil technical support work; perform engineering support work using Geographic Information Systems (GIS), computer aided design (CAD), surveying equipment, and global position systems (GPS); technical writing; public outreach; records keeping, and related duties as assigned.

**Education/Experience:**

Any of the following combinations, in the tables below meet the minimum qualifications for education and experience for this position.

Engineering Technician Level I

Education		Experience	
A	Completion of high school / GED	and	Two (2) years of sub-professional experience, preferably with sewer facilities or in the public sector.
B	Associate Degree or higher from an accredited College or University, degree in Engineering, GIS, or Drafting is desired.	and	None

Engineering Technician Level II

Education		Experience	
A	Completion of high school / GED	and	Five (5) years of sub-professional engineering experience preferably with sewer facilities.
B	Associate Degree or higher from an accredited College or University, degree in Engineering, GIS, or Drafting is desired.	and	Three (3) years of sub-professional engineering experience preferably with sewer facilities.

C	Bachelor's Degree or higher from an accredited College or University with a degree in Engineering. and None
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**Licenses and Certifications:**

1. Valid California Class C Driver's License.
2. California Water Environment Association Certification in Collection System Maintenance at the Grade I Level within 12 months.

**Knowledge and Abilities:**

Level I - Entry Level class within the Engineering Technician Job Series. Employees at this level work under supervision and carry out a variety of assignments and/or assist higher level technicians or professional staff in the conduct of more difficult assignments. Employees at this level are expected to demonstrate a willingness to improve and increase in proficiency.

Level II - Journey Level class within the Engineering Technician Job Series. Employees at this level perform difficult field or office research and administrative tasks, and perform a variety of complex, technical work involving engineering support, GIS mapping and CAD design and drafting assignments. Specialty assignments include interpreting and applying engineering principles and techniques to the resolution of problems. These employees work under general supervision, perform a full range of duties independently, and receive only occasional instruction or assistance as new or unusual situations arise. They prepare internal and external written correspondence. Employees at this level demonstrate leadership and an ability to effectively mentor/teach other employees.

Knowledge of:

1. District Standard Specifications and Improvement Standards for Sanitary Sewers.
2. District policies and procedures.
3. Safe work practices as defined by Cal-OSHA.
4. Principles and practices of civil engineering, drafting, and design especially as they relate to sewer.
5. Mapping and geo-processing operations of local government using GIS products, including ArcGIS for Desktop and ArcGIS Server.
6. Relational database software, including SQL Server.
7. Information systems and technology resources.
8. Principles for the operation, maintenance, construction, inspection and repair of sanitary sewer systems.

9. Sewer construction principles, practices, methods, techniques, and terminology.
10. Business letter writing formats and technical report preparation. English usage, spelling, punctuation and grammar.
11. The District's Mission, Vision and Core Values.

Ability to:

1. Communicate effectively both orally and in writing to other public agencies, contractors, and the public.
2. Respond to common inquires or complaints from customers, contractors, owners, and the public.
3. Provide pertinent information including research of records, location of sewer lines, and easements.
4. Maintain accurate and complete records of all work performed in writing and in software applications.
5. Prepare technical memorandums and reports to communicate the results of calculations, research, and/or analysis to audiences within the District, to other agencies, and to the public.
6. Use modern office equipment and software, such as the use of common word processing, spreadsheet, database applications, hydraulic modeling applications, CAD, GIS, computerized maintenance management software, and CCTV inspection software.
7. Perform mathematical principles as applied to civil engineering work, collection systems and surveyor stationing data.
8. Enforce the District's standards and specifications, sewer code, rules, regulations, and ordinances.
9. Read and interpret maps and engineering drawings of sewer facilities.
10. Locate and mark District facilities as required through the Underground Service Alert system (utility location).
11. Prepare standard operating procedures (SOPs) to establish and document District business practices.
12. Work with consultants and technical support as directed.
13. Attend and facilitate meetings with residents, business owners, contractors, and developers as necessary.

14. Develop, review, and modify engineering and construction drawings, plans, specifications, and cost estimates for accuracy, suitability, and completeness.
15. Calculate fees owed the District for proposed uses/impacts based on the District's fee schedule.
16. Maintain, develop, and improve District databases for use by District staff.
17. Conduct field surveys, using various types of surveying equipment (e.g., GPS, total station, level), to determine elevations, locations, and other sewer characteristics for additions and revisions to the collection system mapping and databases.
18. Draft detailed drawings and maps of sewer facilities, topographical profiles, and cross sections.
19. Create and revise GIS maps and data to produce web maps that illustrate the District's sewer collection system, easements, access roads, notes, FOG facilities, and other data pertinent data.
20. Review subdivision and improvement plans for conformity with District standards, construction specifications, and validates calculations and quantity estimates.
21. Review maps, right-of-way easements, and property descriptions.

**Physical Demands and Working Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employees must have the ability to safely perform the necessary functions of the position with reasonable accommodations unless such accommodation is impracticable or otherwise presents a safety hazard for other employees or the general public.

Specific Physical Requirements to Perform Duties:

- a. Capable of meeting the basic job duties as defined in Physical Demand Assessment PD-102.
- b. Stand, walk, reach with hands and arms, stoop, or kneel.
- c. Sit at a computer workstation for extended periods of time and occasionally climb a flight of stairs.
- d. Ability to carry equipment for field work.
- e. Occasionally work on rough, uneven and slippery surfaces, occasionally working around machinery with moving parts or stationery equipment with exposure to noise.
- f. Occasionally climb ramps or ladders.

- g. Occasionally work in adverse weather conditions with reasonable accommodations.
- h. Ability to drive a company vehicle off road in rough terrain.

Ability to Successfully Pass Medical Examination Based On:

- a. Ability to safely perform required physical duties, and
- b. Ability to safely perform required physical duties with “reasonable accommodation; that does not create a safety hazard for other employees or the public.

**This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.**