

PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

CLASS TITLE: Engineering Technician

DEPARTMENT: Engineering	ACCOUNTABLE TO: Varies	FLSA STATUS: Non-Exempt
SALARY RANGE:	18, 20, 23, 25, 25L	
<p>CLASS SUMMARY: Incumbents are responsible for providing skilled design, drafting and plan check activities for Padre Dam, public and private development, and capital projects. Duties include: performing plan checks on improvement projects; laying out and designing water, sewer, and recycled water pipelines, pump stations and water reservoirs; designing and checking recycled water pipelines and landscape irrigation plans for conformance with standards; performing field review of proposed projects; preparing project estimates; meeting with customers, developers and engineers regarding the design of their project; and, researching and maintaining planning data. Incumbents may be required to perform lead activities depending on assignment.</p>		
<p>DISTINGUISHING CHARACTERISTICS: The Engineering Technician classification covers a broad spectrum of duties that varies depending on area of assignment, skills and experience. The Engineering Technician is distinguished from the Engineer which is the professional level requiring a Bachelor's Degree and registration as a professional engineer.</p>		

Grade 18	Grade 20	Grade 23	Grade 25	DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
C	P	P	P	1.	Performs Computer Aided Design Drafting utilizing industry standards and/or professional level design layout.
C	C	P	P	2.	Coordinates project work with inspection staff, other areas of Padre Dam and other public agencies; obtains capital project permits from appropriate agencies; reviews and makes recommendations on change orders; maintains project related files, reports and records.
P	P	P	P	3.	Performs reviews and plan checks of projects in order to verify accuracy, completeness and conformance to specifications and standards of Padre Dam, Dept. of Health Services and Regional Water Quality Control Board.
	C	P	P	4.	Performs reviews and plan checks of project landscape irrigation plans for conformance with Padre Dam and Health Department Standards. (DS)
	C	P	P	5.	Meets with inspection group, customers, developers, engineers, city, county and regulatory agency representatives regarding the design and coordination of projects/phases.
		C	P	6.	Prepares project estimates by determining materials needed and applying existing unit costs and determining the overall cost of the project.
	C	P	P	7.	Tracks projects in order to ensure they are on schedule and within the budget.

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		C	P	8.	Assists in the creation and preparation of Padre Dam standard specifications and project specifications and design guidelines utilizing manufacturers' data and recommendations and industry standards.
	C	P	P	9.	Performs field review of proposed projects ensuring the site conforms to the plans drawn.
	C	P	P	10.	Researches and maintains planning data to include demographics, land use, and sewer and water systems analysis, foreign utilities, record maps and cost estimates.
	C	P	P	11.	Prepares and reviews easement documents, quitclaims, and encroachments to Padre Dam easements for conformance to Padre Dam standards.
	C	P	P	12.	Assists in project management activities for completion of Padre Dam projects including correspondence, completion of Right-of-Way and Environmental permitting, participation in meetings, review submittal and field assistance during construction.
P	P	P	P	13.	Coordinates directly with the public, contractors, engineers, developers and other agencies concerning rules and regulations, rates and fees, policies, design and construction standards, and standard operating procedures.
		C	P	14.	Compiles data and assists in the preparation of reports. This may include conducting computer modeling, analyzing hydraulic results and providing recommendations for Padre Dam and developer projects.
			P	15.	Using basic engineering design concepts, prepares preliminary design and complete engineering construction drawings under the direction of an Engineer, including plans, profiles, elevations, contours, cross-sections and detailed working drawings, maps and specifications for water and sewer facilities; performs calculations; transforms field and survey data into design elements; prepares engineering calculations and cost estimates for assigned projects. (CIP)
		P	P	16.	Represents Padre Dam on external committees such as the Regional Standards Committee, Water Agencies' Standards and the Water Agency Design Guidelines.
			P	17.	Performs the lead role for capital improvement and construction projects initiated by Padre Dam; ensures compliance to contracts, specifications and Padre Dam standards.(CIP)

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			P	18.	Provides leadership, mentoring and technical support for the completion of engineering related work for other Engineering Technicians and engineering aids.
	C	P	P	19.	Presents Status of Projects and Engineering Technician work to internal and external project development teams.
		C	P	20.	Manages projects or project activities and assists Engineer in completing Padre Dam projects. Manages the work of engineering consultants for plan checking, inspection, and testing of recycled water facilities; as needed.
				21.	A Lead in this position will proficiently perform all of the tasks listed above as well as perform staff development duties, including training, directing and guiding the work of other Engineering Technicians.
P	P	P	P	22.	Performs other duties of a similar nature or level.

(C) Competent - Having requisite or adequate ability or qualities.

(P) Proficient - A through competence derived from training and practice.

DS - Specific to Engineering Technician work in the Development Services Department.

CIP - Specific to Engineering Technician work in the CIP Group.

Note: The Engineering Technician position is broadband, and the department policy is that a promotion through each step is not automatic. Each employee must demonstrate proficiencies at each step on a consistent basis before a promotion is recommended. The Engineering Technician will be required to demonstrate proficiency in a salary grade before a promotion will be considered. Ultimately, the recommendation from the supervisor will require approval from both the Department Head and the General Manager.

Knowledge (position requirements at entry):

- Basic engineering theories and principles;
- Applicable laws and regulations;
- Drafting standards and practices for water and sewer;
- Computer Aided Drafting, word processing and spreadsheets;
- Mathematics including geometry and trigonometry;
- Survey principles;
- Construction methods and materials;
- Safety procedures.

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Skills (position requirements at entry):

- Checking and reviewing plans and specifications;
- Reading maps and legal descriptions;
- Estimating project costs;
- Performing complex mathematical calculations;
- Drafting drawings with the computer and by hand;
- Tracking and recording documents;
- Using computers and related specialized computer applications such as Computer Aided Drafting, word processing and spreadsheets;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High school Diploma or General Equivalency Diploma (G.E.D.) and two years experience in civil engineering drafting and design at paraprofessional level using computer aided design and other drafting software; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Preferred: Bachelor's Degree in Science.

Licensing Requirements (position requirements at entry):

- Valid California Driver's License

Safety Priorities: Knowledge of general office safety and proper body mechanics when moving materials. Understanding of Padre Dam's safety Rules & Regulations. Ability to complete safety training and work in a safe and efficient manner.

Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, reaching, standing, walking, lifting, fingering, talking, hearing, seeing and repetitive motions. Incumbents may be subjected to fumes, odors and dusts.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, then the job is rated for Light Work.

Classification History:

Date: 4/98; 6/01; 1/02; 1/05, 08/20