



Engineering Technician

Department: Engineering
FLSA Status: Non-Exempt
Salary Grade: 20, 23, 25, 27

SUMMARY DESCRIPTION

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; performing field review of proposed projects; preparing project estimates; manage project budgets; assign work order requests to other departments; meeting with customers, developers and engineers regarding the design of their project; and, researching and maintaining planning data.

ESSENTIAL DUTIES

| Grade 20 | Grade 23 | Grade 25 | Grade 27 | 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 | C | P | P | 4. | Performs reviews, plan checks, and manages consultants of project landscape irrigation plans and field construction for conformance with Padre Dam and Health Department Standards.(DS) |

| Grade 20 | Grade 23 | Grade 25 | Grade 27 | DUTY NO. | ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.) |
|----------|----------|----------|----------|----------|--|
| | 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. Acts as the liaison between the District and other governmental agencies. |
| | | 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. | Manages projects in order to ensure they are on schedule and within the budget. |
| | | C | P | 8. | Prepares 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. | Prepares 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. |
| | | C | 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. |

| Grade 20 | Grade 23 | Grade 25 | Grade 27 | DUTY NO. | ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.) |
|----------|----------|----------|----------|----------|--|
| | | | P | 17. | Provides leadership, mentoring and technical support for the completion of engineering related work for other Engineering Technicians and engineering aids. |
| | C | P | P | 18. | Presents status of projects to internal and external project development teams, including the Board of Directors. |
| | | C | P | 19. | 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. |
| | | | | | In Grade 27, an Engineering Tech would complete the following ROW Agent duties: |
| | | | P | 20. | Reviews and processes legal documentation from legal counsel and consultants to accomplish acquisition, lease agreements, rights of way, and transfer of easements and titles of property. |
| | | P | P | 21. | Reviews consultant-prepared studies, researches maps and public records, and consults with legal counsel to determine ownership, property rights, and availability of properties. |
| | | | P | 22. | Researches records, analyzes appraisal and preliminary title reports prepared by outside entities, and makes recommendations regarding easement acquisition sale or purchase of property. |
| | | | P | 23. | Consults with legal counsel to ensure that documents and procedures conform to legal requirements and regarding right-of-way issues. |
| | | | C | 24. | Work with legal and management to negotiate acquisitions of land and easements, drafts agreements to be reviewed by legal counsel, oversees and prepares final documentation required. |
| | | | P | 25. | Coordinates with governmental agencies, utilities, consulting firms and Padre Dam staff for right of way activities including: legal descriptions, plat maps, easement documents, deeds, acquisition of property and easements, sale of excess property, encroachments, relocations, removal or abandonment of facilities. |
| | | | P | 26. | Oversees and reviews consultant's preparation of documents needed for detachment and/or annexation of property to Padre Dam or other agencies. |
| | | | P | 27. | Prepares and makes presentations to Board of Directors and other agencies in matters pertaining to issues such as right-of-way and acquisition and/or relinquishment of property, and the relocation/removal/abandonment of existing facilities. |

| Grade 20 | Grade 23 | Grade 25 | Grade 27 | DUTY NO. | ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.) |
|----------|----------|----------|----------|----------|---|
| | | | P | 28. | Confers with and advises engineers, planners, staff, and consultants on right-of-way issues and potential problems related to proposed and existing facilities, including impacts on property owners. |
| | | | P | 29. | Negotiates land use for cell sites, drafts license agreements for use, reviews plans, oversees and prepares final documentation required or reviews consultant prepared documentation. |
| C | C | C | C | 30. | Performs other duties of a similar nature or level. |

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

(P) Proficient – A thorough 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. In order to move to Grade 27, Right-of-Way workload will dictate the need for an additional technician to perform the Right-of-Way duties and an increase from Grade 25 to Grade 27. 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.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Basic engineering theories and principles;
2. Applicable laws and regulations;
3. Drafting standards and practices for water and sewer;
4. Computer Aided Drafting, word processing and spreadsheets;
5. Mathematics including geometry and trigonometry;
6. Survey principles;
7. Construction methods and materials;
8. Safety procedures.

For Grade 27, the following Knowledge are applicable:

1. Principles of land surveying, easements, and Rights-of-Way
2. Principles of negotiations for use of Padre Dam property for potential lease agreements
3. Principles of legal aspects for easements and Rights-of-Way

Skills/Abilities:

1. Checking and reviewing plans and specifications;
2. Reading and interpreting maps, legal descriptions, and construction drawings;
3. Estimating project costs;

4. Performing complex mathematical calculations;
5. Drafting drawings with the computer and by hand;
6. Tracking and recording documents;
7. Using computers and related specialized computer applications such as Computer Aided Drafting, word processing and spreadsheets;
8. 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.

For Grade 27, the following Skills are applicable:

1. Reading and interpreting maps, easements documents, title reports;
2. Reviewing appraisal reports, escrow instructions, sales agreements, and lease agreements;
3. Communication and interpersonal skills as applied to interaction with property owners/potential lease holders regarding negotiations of ROW/easement acquisition and various lease agreements

Training/Experience Required:

1. 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, Business, or Public Administration.

Licensing Requirements:

1. Valid California Driver's License

Safety Priorities:

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

Physical Requirements:

1. 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.
2. 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, 06/23