



July 2020
FLSA: Non-Exempt

ENGINEERING TECHNICIAN I/II (6 STEPS)

DEFINITION

The Engineering Technical I/I, under general supervision, performs a variety of technical engineering duties including assisting with preparation of engineering plans and specifications, support of the Upper Lateral Program, AutoCAD drawings, GIS maintenance and support, records maintenance, permitting, surveying, and administrative tasks in support of the Engineering department; performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

The Engineering Technician I/II receives supervision from the Director of Engineering, or other engineering staff as the Director may assign.

CLASS CHARACTERISTICS

The Engineering Technician I is the entry level/trainee class in this series. Initially under close supervision, incumbents learn District Engineering procedures and practices. Incumbents will support Engineering staff and customers while gaining the requisite experience necessary to work more independently. As experience is gained, incumbent may be eligible to promote to an Engineering Technician II upon successful demonstrating the ability to perform the Engineering Technician 1 duties, completion of the probationary period and if minimum qualifications are met.

The Engineering Technician II is the experienced, journey level class in this series, fully capable of independently performing the full range of duties, including generating maps, updating maps and databases, and performing varied technical engineering support work. This class is distinguished from Engineering Technician I, in that the latter is capable of performing more complex engineering design and plan checking work.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right 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.

- Provides customer service and technical assistance to Engineering staff customers, including developers, property owners, contractors, and engineers, explains regulations, policies, and procedures to interested parties; provides Engineering assistance to District staff;
- Perform technical level duties in support of the District's capital improvement projects, the upper lateral program, and the District's role in development project reviews and permitting, including administrative tasks, drafting, surveying, and related technical functions.
- Monitor and review work performed by contractors; ensure work performed complies with project standards and contracts; coordinate materials testing with contracted services; refer issues to higher level engineering staff as required.
- Assist with all aspects of the upper lateral program including conversing with contractors and the public, scheduling inspections, completing letters and other documentation.

- Utilizes a digital camera to take site pictures and document construction activities, utilizes survey and field equipment to verify and measure facilities for projects and GIS data.
- Assists in and prepare construction drawings, specifications and technical documents for assigned projects; interpret and review plans and specifications; survey field notes and other data using a variety of specialized computer software and equipment.
- Update GIS and coordinate with consultants to maintain and improve data and functionality of graphical information system (GIS).
- Responsible for preventive maintenance scheduling for Engineering Department fleet vehicles.
- Calculate quantities to be used for engineering estimates; assist in preparing and revising specifications for bid documents.
- Performs administrative duties on behalf of the Engineering and Administration Departments, including but not limited to word processing; ordering supplies; printing, copying, scanning, faxing, shipping, filing.
- Update maps and other engineering drawings and documents (computerized and hand drafted).
- Attends meetings with coworkers, developers, contractors, consultants and other related agencies, as needed.
- Supports Records Management by maintaining and purging records.

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, and materials of engineering support work including mapping, design and specifications, estimation, and construction as related to District systems;
- Standard office practices and procedures; standard office and engineering equipment including computers, calculators, reproduction equipment, and related equipment;
- Engineering mathematics and data collection and analysis methods;
- Surveying principles, practices, and equipment.

Ability to:

- Read and interpret sanitary sewer and storm drain project plans and specifications and District standards and convey requirements to the contractors and general public.
- Ability to reject contractor work products that do not meet District standards.
- Review development plans, provide review comments, correspond with permit applicants and issue connection permits.
- Independently fulfill utility requests from the public.
- Communicate clearly and concisely, both orally and in writing;
- Keep accurate records;
- Analyze data and information and draw logical conclusions;
- Use computer programs and databases such as Access, INFOR, GIS, AutoCAD, Word, Excel, PowerPoint and Windows.

Education & Experience:

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

Equivalent to the completion High School supplemented by accredited college level course work in engineering or a related field; current enrollment in such course work acceptable. An Associate's degree in Engineering or related field from an accredited college may substitute for one (1) year of experience in either classification. A Bachelor degree in Engineering or related field from an accredited college or university may substitute for two (2) years of experience, but is not required.

- **Engineering Technician I:**

One (1) year of experience in engineering support work. Experience in computer aided design and geographic information systems desirable.

- **Engineering Technician II:**

Two (2) years of experience in technical engineering work at a level equivalent to the District's Engineering Technician I class.

Licenses and Certifications:

Must possess a valid California Class C Driver's License at the time of employment. The ability to drive District vehicles is a specific requirement for this position. For that reason, it is the employee's responsibility to maintain a driving record that is acceptable to the District's insurance carrier or be subject to dismissal.

[Minimum Eligibility Standards for District Vehicle Insurance Coverage](#)

PHYSICAL DEMANDS

[LINK to Engineering Technician I/II Physical Demands](#)

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. When working in a field environment, employees are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.

ADDITIONAL INFORMATION

Disaster Service Worker:

Employees of Vallejo Flood and Wastewater District are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the local area, or your own community.