

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2022

POSITION TITLE: **SENIOR ENGINEERING TECHNICIAN**

GRADE LEVEL: E33

SUPERVISOR TITLE: Engineering Services Supervisor

FLSA Status: [] Exempt [X] Non-Exempt

BARGAINING UNIT: [X] RCWDEA [] RCWD MPCEA



DEFINITION

Under general supervision, individuals in this position will perform a variety of moderately difficult to complex technical engineering duties related to development services, customer service, and document administration; will assist the public and other District departments; and will perform related duties as assigned.

CLASS CHARACTERISTICS

This is the advanced journey level position in the Engineering Technician class series. Incumbents assigned to this level perform a variety of moderately difficult to complex technical and engineering-related duties with specialized training and practical experience. Incumbents work under general supervision while exercising independent judgment within established systems and procedures. Positions assigned to this level may provide lead supervision to journey level staff, including assigning work and providing technical assistance and training. Because incumbents in this classification are expected to be fully trained and competent, such position typically requires significant previous work experience in the appropriate field. This job classification is represented by the Rancho California Water District Employees (RCWDEA) bargaining unit

EXAMPLE OF DUTIES (Duties may include, but are not limited to, the following):

-  Provide necessary training to staff in support of the District's policies and procedures
-  Perform complex technical duties in support of development services or document administration, such as providing support for Electronic Document Management System workflow development and Cayenta software support

- ✎ Process complex applications for new services, relocations, plan check, reimbursement agreements and inspection submittals.
- ✎ Perform and coordinate engineering records administration; review documents to ensure accurate information; examine supporting documentation to establish proper authorizations and conformance with District policies, agreements, and contracts; log, track and record various documents with the County
- ✎ Research and prepare written correspondence related to technical engineering service requests by outside public agencies or customers, including: fire flow information, fire hydrant locations, availability letters for water, sewer, and recycled water, first and final permit clearance, shutdown notifications, mapping, and other related information
- ✎ Respond to customer complex requests for information; calculate and quote fees and deposits for a variety of installations and services based on applicable Water and Sewer Rules and Regulations, as well as resolve complicated customer complaints. Research and respond to difficult customer issues.
- ✎ Read and interpret engineering drawings/plans/boundary maps to identify service location and installation requirements, calculation of fees, backflow protection requirements, and wastewater pre-treatment requirements
- ✎ Determine need for source control involvement for non-residential sewer connections and tenant improvements based on District Water and Sewer Rules and Regulations and requirements
- ✎ Utilize GIS to identify and locate water, sewer, and recycled water facilities; to determine and document property-specific service information; and to prepare calculations of parcel sizes for (new or modified) service requirements, including, but not limited to: water pressure, budget-based tiered rate variances, and fee(s) determination
- ✎ Research and respond (verbally and in writing) to a variety of technical inquiries and information requests, including interpretation of District rules and regulations, design guidelines, and/or standards and specifications
- ✎ Prepare and file associated correspondence, and assist with integrating engineering files and records into a centralized document management structure
- ✎ Prepare, process, and coordinate permits and utility service agreements required for District-led projects
- ✎ Prepare computer-generated graphics, maps, and exhibits using Geographic Information Systems (GIS) and/or other related light-spatial software tools
- ✎ Perform construction contract administration and document review/routing tasks (e.g. System Facilities Construction Agreement and related developer construction document submittals), and provide technical assistance during construction of various capital and development projects to ensure compliance with District requirements

- ✎ Meet with developers, engineers or their representatives to discuss requirements for new service connections
- ✎ Gather technical data from various sources (e.g. service records, record drawings, field visits, manufacturer websites, technical publications, and public record databases) related to research requests and evaluation
- ✎ Coordinate creation of as-constructed facility records, and coordinate record conversions to the District's GIS
- ✎ Review and modify, as necessary, engineering and administrative documents to keep pace with changes having legal and/or general industry significance (e.g. rules and regulations governing water and sewer service, design guidelines, approved materials list, technical specifications, etc.)
- ✎ Recommend and assist in implementing changes in systems and procedures
- ✎ Conduct the District's Notary Public requirements, as needed
- ✎ Provide technical assistance to other departments
- ✎ Perform related duties as assigned

QUALIFICATIONS

Knowledge of:

- ✎ Principles of providing functional direction and training
- ✎ District Water and Sewer Rules and Regulations in assigned areas of responsibility
- ✎ District policies, procedures, and practices applicable to installation of residential, commercial, landscape, and other water and sewer service connections
- ✎ Mathematics and mathematical reasoning
- ✎ Proper English, grammar, and punctuation
- ✎ Customer service standards and protocols
- ✎ Principles and practices of land development and real property assessments.
- ✎ Public governance structure and applicable local, state, and federal laws, codes, regulations, and ordinances
- ✎ Computer-based applications and systems pertaining to the required engineering-related duties (e.g. Microsoft Office, Adobe, ESRI geographical information systems, etc.)

Ability to:

- ✎ Plan, organize, and coordinate the work of assigned staff
- ✎ Effectively provide staff leadership and work direction as needed
- ✎ Coordinate and participate in a wide range of technical engineering duties and processes
- ✎ Communicate effectively, verbally and in writing

- ✎ Perform detailed work thoroughly, neatly, and accurately under changing deadlines on multiple concurrent tasks
- ✎ Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments
- ✎ Maintain accurate files and records
- ✎ Comply with the District's Safety, Health and Environmental policies
- ✎ Establish and maintain effective working relationships with internal and external customers
- ✎ Utilize a personal computer for conducting job-related functions
- ✎ Read and interpret engineering drawings/plans
- ✎ Interpret and explain District fee structures, rules, regulations, policies, and procedures, and standards relevant to work performed
- ✎ Organize work, set priorities, and exercise sound independent judgement within established guidelines
- ✎ Perform increasingly responsible and varied assignments under decreasing degrees of direction
- ✎ Develop, document, and illustrate key policies, processes, and business requirements of related engineering functions
- ✎ Use sound business judgment in applying advanced principles, methods, and techniques
- ✎ Gain cooperation and consensus through discussion and collaboration
- ✎ Interpret, explain and reach sound conclusions in applying complex District Water and Sewer Rules and Regulations

SELECTION GUIDELINES

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: At least four years of increasing responsible engineering services experience (preferably with a public water/wastewater utility) that provides familiarity with engineering, land development, and facility construction procedures and terminology; or a minimum of three years' experience as an Engineering Technician II

Training: Equivalent to graduation from high school or GED equivalent with specialized coursework in water technology, GIS, engineering, construction, or a closely related field; or an equivalent combination of training and experience

License and Certificates:

- ✎ Valid California Class C Driver's License, required
- ✎ Notary Public Certificate, required

PHYSICAL REQUIREMENTS / WORKING CONDITIONS

The essential functions of this position will require the employee to perform the following physical activities:

- ✎ Frequently use office equipment such as a computer, copier and FAX machine
- ✎ Must be able to carry, push, pull, reach and lift materials and objects up to 25 lbs.
- ✎ Extended standing, walking, sitting, reaching, stooping, and bending
- ✎ Communicates verbally with District management, co-workers, and the public in face-to-face, one-on-one, and group meetings
- ✎ Regularly uses a telephone or radio for communication
- ✎ Ability to speak and hear both in person, by telephone, and radio
- ✎ Vision within normal ranges including color vision with or without correction
- ✎ Regular attendance

The essential functions of this position will require the employee to be exposed to the following working conditions:

- ✎ Work in a temperature controlled office environment with moderate noise
- ✎ Occasional travel by automobile conducting District business

_____	_____
Employee Signature	Date
_____	_____
Supervisor/Manager Signature	Date