



## San Juan Water District

9935 Auburn-Folsom Road  
Granite Bay, California 95746  
(916) 791-0115  
www.sjwd.org

### Engineering Technician III

#### Position Description

**Status:** Non-Exempt  
**Supervisor:** Engineering Services Manager  
**Effective Date:** July 1, 2007

#### **Supervision Received and Exercised:**

Receives direction from the Engineering Services Manager and exercises technical and functional supervision over assigned personnel.

#### **Primary Function**

To organize, assign and review the work of assigned personnel engaged in a variety of technical field and office engineering work; to perform duties requiring specialized knowledge; and to provide administrative support to the Engineering Services Manager.

#### **Essential Duties - Duties may include, but are not limited to, the following:**

- Plan, prioritize, and review work assigned to staff in a variety of technical engineering areas; develop schedules and methods to complete work assignments in a timely manner.
- Participate in evaluating the activities of staff; recommend improvements and modifications.
- Provide and coordinate staff training; work with employees to correct deficiencies.
- Perform drafting of pipeline and other water facilities using pen, pencil, and AutoCAD.
- Prepare plans for sketches for new installations, modifications, or repairs of water facilities; conduct preliminary plan review.
- File records and enter data in computer programs for reference.
- Develop computer programs using AutoCAD and GIS software to improve, update and automate system records; perform hydraulic modeling.
- Perform construction staking, topographical work, leveling and other surveying duties.
- Assist construction inspector with inspecting and approving installation of backflow prevention assemblies on high-hazard services and fire lines; perform pipeline construction inspection in the absence of the construction inspector.
- Maintain records of vehicle and work area safety inspection; maintain records of inspections and reported safety hazards; obtain bacteriological samples.
- Perform the most difficult work related to technical preparation/review of engineering plans.
- Establish and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform related duties as assigned.

#### **Minimum Qualifications**

##### *Knowledge of:*

- Principles and practices of technical and functional supervision and training.
- Principles and practices of engineering mathematics.
- Basic principles, methods and techniques of drafting and surveying.
- AutoCAD and GIS software; H2O Net hydraulic modeling software.
- Cross connection control; backflow preventer testing; valve control and maintenance.
- Principles and practices of customer service.
- Modern office procedures, practices and computer equipment.

*Ability to:*

- Provide technical and functional supervision over assigned staff; effectively train staff.
- On a continuous basis, know and understand operations, and observe safety rules; intermittently analyze problems; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others.
- Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing field engineering duties; perform simple and power grasping, pushing, pulling, and fine manipulation.
- Perform the most complex duties related to technical field and office engineering work.
- Apply administrative and operational regulations, policies, procedures, and standards.
- Exercise considerable discretion to plan and carry out activities.
- Efficiently use computer and applicable software; operate surveying and engineering equipment; perform high level drafting; prepare drawing from notes and sketches.
- Initiate and maintain effective safety practices.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

*Education and Experience:*

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

Education:

Equivalent to an Associate's degree from an accredited college with major course work in engineering or related field.

Experience:

Two years of responsible experience equivalent to Engineering Technician II with San Juan Water District.

*License or Certificate:*

Possession of, or the ability to obtain and maintain, a California Driver's License with a satisfactory driving record. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

Possession of a Grade III Water Distribution Operator's Certificate issued by the State of California Department of Health Services.

**Physical Capabilities:**

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 functions.

<i>Physical Requirements</i>	<i>Rarely (0-12%)</i>	<i>Occasionally (12-33%)</i>	<i>Frequently (34-66%)</i>	<i>Regularly (67-100%)</i>
Seeing				✓
Hearing				✓
Standing/Walking		✓		
Climbing/Stooping/Kneeling		✓		
Lifting/Pulling/Pushing	✓			
Approximate Maximum Weight to Lift	40 Pounds			
Fingering/Grasping/Feeling				✓
Describe Working Conditions	75 Percent Outdoors, 25 Percent Indoors			