

# **SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION**

**TITLE:           ENGINEERING TECHNICIAN**

**DATE: 5/1/12**

**JOB CODE: 21765**

**FLSA STATUS: NON-EXEMPT**

**UNIT REPRESENTATION: GENERAL**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

## **DUTIES SUMMARY**

Under general supervision to perform a variety of technical office and field engineering, planning, design and drafting activities related to the development, design, construction, and coordination of public water utility and water reclamation facilities.

## **DISTINGUISHING CHARACTERISTICS**

The Engineering Technician is the journey technical level classification within the engineering series. Supervision is received from the Engineering Manager, Principal Engineer, Senior Engineer, Associate Engineer (w/P.E), or Associate Engineer.

## **EXAMPLES OF DUTIES**

*The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here.*

- Provide courteous and expeditious customer service to the general public and City and Department staff;
- Routinely adhere to and maintain a positive attitude toward City and Department goals;
- Perform plan checking, project coordination, survey work, project design, and design drafting;
- Assist in the preparation of reports and construction plans, specifications, and cost analyses for water, wastewater, geothermal, and reclaimed water facilities including pipelines, pumping stations, water storage tanks, water and water treatment systems, pressure reducing stations, and other related facilities;

- Coordinate with various public and private agencies including developers and various consultants;
- Prepare, maintain, and report statistical, financial, technical, or analytical data;
- Perform construction related inspections on project job sites;
- Perform related work as required.

## **QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

### **Knowledge of:**

- English usage, spelling, grammar, and punctuation, including demonstrated proficiency with Microsoft Word;
- Principles and practices of land surveying including legal property descriptions;
- Drafting principles, methods and equipment, including demonstrated proficiency with AutoCAD and GIS;
- Intermediate mathematics, including statistics, trigonometry, and a demonstrated proficiency with Excel applications, and Windows;
- Appropriate safety practices, precautions and procedures;
- Basic public relations.

### **Ability to:**

- Communicate effectively in English (written and oral) and write clear and concise technical reports;
- Understand and carry out oral and written instructions;
- Interpret and apply water and civil engineering principles and practices in the design of water utility projects;
- Apply surveying techniques, horizontal control maps, global position systems, and be able to reconcile inconsistencies in existing horizontal control databases;
- Perform difficult digitizing and graphics work;
- Operate a vehicle observing legal and defensive driving practices;
- Work in the field in varying environmental and weather conditions and perform occasional moderately heavy physical labor;
- Establish and maintain effective relationships with those contacted in the course of work;
- Work under moderate or high stress conditions;

- Maintain a driving record that meets vehicle code standards and is acceptable to the Department and its insurance carrier.

## **MINIMUM QUALIFICATIONS**

**Education:** Bachelor's degree in engineering, physical sciences, or related fields

OR

**Education:** Associate's degree in engineering physical sciences, or related fields/  
AND

**Experience:** Two (2) years of closely related engineering work experience.

OR

**Experience:** Four (4) years of closely related engineering work experience which would have provided the required level of knowledge, ability, and proficiency required to perform technical engineering duties.

**Certificates:** Must obtain and maintain a valid State of California Department of Public Health Water Treatment Operator Grade 1 certificate within 24 months of appointment;

AND

Must obtain and maintain a valid State of California Department of Public Health Water Distribution Operator Grade 2 within 24 months of appointment.

AND

Possession of a valid Class "C" California driver's license. For out of state applicants, a valid driver's license is required and a valid Class "C" California driver's license must be obtained within ten (10) days of appointment (CA Vehicle Code 12505c).

## **NECESSARY SPECIAL REQUIREMENTS**

Must be able to respond to call—outs or emergencies including being on—call..

## **PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

Work involves exposure to potential physical harm, hazardous chemicals, and infectious disease. There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday.

Incumbents require sufficient mobility to work in variety of environmental and weather conditions; to climb stairs and ladders daily; to transport materials and supplies weighing up to 50 pounds; to work in a boom truck with lift of 30 to 60 feet; and to work to heights of 150 feet. Must be able to see in the normal visual range with or without correction. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

## CAREER LADDER

**From:** Engineering Technician

**To:** Associate Engineer

**Job Description:**

BOWC Approved:

10/3/1995

Rev. Appr:

12/4/2001

7/8/2003

5/1/2012

**Testing Standards:** Written/Supplemental Application

CSB Approved:

8/12/2003