

Midway City Sanitary District



Job Title: Engineering Technician
Department: Administration
Reports to: District Engineer
FLSA Status: Non-Exempt
Bargaining Unit: Non-Represented
Salary Range:

ENGINEERING TECHNICIAN [Non-Exempt]	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
BI-WEEKLY	2,726.40	2,823.20	2,920.80	3,023.20	3,128.80	3,238.40	3,352.00	3,469.60
MONTHLY	5,907.20	6,116.93	6,328.40	6,550.27	6,779.07	7,016.53	7,262.67	7,517.47
ANNUAL	70,886.40	73,403.20	75,940.80	78,603.20	81,348.80	84,198.40	87,152.00	90,209.60
BASE PAY RATE PER HOUR	\$34.08	\$35.29	\$36.51	\$37.79	\$39.11	\$40.48	\$41.90	\$43.37

DESCRIPTION

Under general supervision, performs technical/paraprofessional engineering and administrative tasks related to the issuance and processing of sewer permits including plan checking and calculating and collecting associated fees; reviews minor grading and site plans for elevational relationships for sewer facilities; schedules and may perform private and public sewer inspections, assists in the District's Fats, Oils, and Grease (FOG) program; explains ordinances, requirements, and District codes and procedures to building contractors, architects, engineers, builders, and the general public, as well as assisting with the District's CIP Program, GIS program, Sewer CCTV video program, DigAlert program, and Asset Management program; supports the District's solid waste management efforts by coordinating waste collection programs, monitoring compliance with waste regulations, and promoting sustainable practices; and performs related work as required. This position may perform engineering duties including design, inspection, consultant selection and oversight, project management, and review of plans and specifications.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from District Engineer and/or from assigned supervisory or managerial staff. Exercises no supervision to staff.

CLASS CHARACTERISTICS

This is a journey-level classification that is fully qualified and experienced to perform a variety of responsible duties to assist in the provision of District services to the public. Incumbents perform a broad range of detailed, administrative, and technical support activities and are expected to know technical and specialized rules, regulations, policies, procedures, and activities related to the District's permit function, including plan review, inspection techniques and methods, processing permit applications and issuing permits in accordance with established requirements, and conducting environmental impact assessments under supervision of the District Engineer.

The ideal candidate for this position should possess strong interpersonal, written and verbal communication skills, as well as good customer service skills, in addition to being able to manage projects, track details, and work well under pressure.

REPRESENTATIVE JOB DUTIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.

- Works with the District Engineer in the plan check process; reviews developmental plans to calculate and collect the appropriate fees.
- Performs technical plan checks of minor grading and site plans to ensure compliance with District requirements.
- Performs light drafting and project drawing preparation and designs in conjunction with the District Engineer.
- Conducts research and performs records retrieval; identifies District infrastructure and manhole locations District maps and conducts or assists with sewer marking requests.
- Assists the public at the front counter; processes forms, permit applications, and plans necessary for the issuance of construction permits as well as maintaining permit files.
- Responds to requests and inquiries from developers, contractors, engineers, and the general public.
- Provides information regarding engineering projects and information related to permit policies and procedures to the public.
- Reviews permit applications, plans, and specifications for compliance with applicable codes and standards.
- Issues permits for minor projects or for large construction projects requiring fees and bonds; calculates fees in accordance with established fee schedules; inputs information into an electronic database.
- Verifies required certificates of insurance and contractor's state license.
- Prepares and organizes monthly reports of permits issued, fees collected, and types of projects for use by District staff.
- Prepares environmental impact assessment, negative declaration, and notices of exemption statements for District projects in compliance with the California Environmental Quality Act (CEQA) under supervision of the District Engineer.
- Monitors environmental regulations, prepares routine documents, reports, and maintain project records.
- Reads and interprets the District's Sewer Atlas and applies sewer charges to properties, as appropriate, taking into consideration sewer lines owned by other jurisdictions.
- Answers phone calls and questions in a courteous and professional manner and provides information as requested; responds to resident complaints.

- Coordinates final inspection clearances; determines that all fees have been paid prior to permit issuance and/or occupancy and utility releases.
- Monitors and coordinates office paperwork and activities, including binding bids, distributing mail, answering phones, printing flyers, and conducting a variety of special projects in a routine administrative nature.
- Applies appropriate policies and procedures in determining completeness of applications, records, and reports; provides information and forms to the public; processes appropriate information.
- Compiles information and data for statistical and financial reports; maintains a variety of statistical records; checks and tabulates statistical data.
- Contacts the public and outside agencies in acquiring and providing information.
- Maintains accurate records and files; develops storage of records and retention schedules.
- Provides assistance with researching, writing, and submitting grant proposals to secure funding for projects and initiatives.
- Performs technical engineering reviews of plans, specifications, studies, and reports for the construction, alteration, and/or maintenance of sewer lines, facility improvement or other related projects.
- Assists in the preparation of staff reports, ordinances, resolutions and engineering manuals.
- Manages and tracks multiple engineering projects and may include some complex design projects.
- Prepares cost estimates and develops engineering plan and design criteria.
- Assists in the preparation of contract documents.
- Participates in project development including definition of scope, confirmation of budget, request for proposals, generation of plans and specifications, coordination of bidding process, and recommends approval/award of project.
- Provides engineering assistance to residents, developers, citizen committees and commissions. Provides technical assistance to other agencies or departments.
- Prepares requests for proposals, assists in the development of selection criteria for architectural/engineering and project/construction management firms; supervises the preparation of construction documents to ensure plan technical objectives and specifications are in compliance.
- Assists in monitoring the work of construction contractors to ensure compliance with plans, specifications and building codes and ensures that materials and workmanship meet acceptable industry standards. Manages consultants' work quality and deliverables.

MINIMUM QUALIFICATIONS

Knowledge of:

- Basic civil engineering, construction, and traffic safety principles and practices.
- Engineering plans, legal descriptions, right-of way procedures, drawings, and blueprints.
- Engineering and inspection principles and concepts.
- Processes for calculating fees, reviewing plans, and issuing permits.
- Inspection methods, techniques, principles, and concepts.
- Organization, procedures, and operating details of various District programs.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures.
- Business letter writing and basic report preparation.
- Business arithmetic and basic statistical techniques.
- Principles of record keeping and correspondence/report preparation.
- Basic understanding and knowledge of GIS systems, Atlas maps, and AutoCAD.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Perform engineering and mathematic calculations with speed and accuracy.
- Understand and explain District policies, procedures, fees, and codes and regulations to the general public, permit applications, and District staff.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, policies, and procedures.
- Read and interpret plans, specifications, related construction documents and maps.
- Calculate fees and/or penalties from plans.
- Perform detailed, technical, and specialized program and permit support work.
- Respond to and effectively prioritize multiple phone calls, walk-ins from the public, and other requests for interruptions.
- Compose correspondence and reports.
- Maintain accurate logs, records, and basic written records of work performed.
- Make accurate arithmetic, financial, and statistical computations.
- Organize own work, set priorities, and meet critical time deadlines.
- Communicate effectively, both orally and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

- A bachelor's degree in civil engineering or related field and three (3) years customer service, including a high level of public contact.
- Any combination of education and experience that provides equivalent knowledge, skills, and abilities. Preference will be given to candidates with an Engineer-in-Training (EIT) certification or a Master's degree in engineering.
- Experience in processing permit applications is preferred.
- Experience in reading and analyzing construction plans to ensure compliance with project specifications, regulations, and standards.

License and Certification:

- Ability to obtain Pipeline Assessment Certification issued by National Association of Sewer Service Companies (NASSCO) within 15 months of employment.
- Ability to obtain Collection System Maintenance Grade 1 issued by California Water Environment Association (CWEA) within 15 months of employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio, and before groups. The job involves some fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and occasionally to operate related tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds, and occasionally up to 50 pounds.

Environmental Elements:

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees occasionally work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset public and private representatives and contractors in interpreting and enforcing District policies and procedures.