



MIDWAY CITY SANITARY DISTRICT

Engineering Technician

OPEN UNTIL FILLED

First Review Date: March 9, 2025



OUR MISSION STATEMENT

“The Board of Directors and Employees of Midway City Sanitary District work diligently to provide sewer and solid waste services to the residents of the District.

Our top priority is to accomplish this in an ethical, efficient and cost-effective manner that will protect the health and safety of those we serve.”



THE DISTRICT

The Board of Directors and team members of Midway City Sanitary District work diligently to provide sewer and solid waste services to the residents of the District in an ethical, efficient, and cost-effective manner that will protect the health and safety of those served.

Midway City Sanitary District (MCSD) was formed by a vote of the people in 1939 for the purpose of providing refuse and sewer services the community. MCSD is an independent special district of the State of California, formed in 1939 under the Sanitary District Act of 1923. The District services approximately 103,000 residents within its 10.4 square mile service area in the City of Westminster and the unincorporated area of Orange County known as Midway City. MCSD is one of the largest sanitary districts in California, providing solid waste disposal to approximately 19,900 residences and sewer services to approximately 35,000 residences & businesses.

The District provides wastewater collection, cleaning of sewage lines, approval of plans and the inspection of the construction of sewer built within MCSD boundaries by developers, solid waste disposal services to the residents and business (via a third-party franchisee, CR&R Incorporated) of the District. MCSD recovers the cost of its services through services rates imposed on users of the service.

MCSD offices are located in the City of Westminster. Well-established by the 1990s as a multicultural community with deep roots in Western, Hispanic, and Vietnamese histories, Westminster was designated an "All-America City" in 1996 by the National Civic League for civic accomplishments.

To learn more about the District, please visit Midway City Sanitary District (midwaycitysanitaryca.gov).



Midway City Sanitary District
Serving Westminster & Midway City Since 1939

ENGINEERING TECHNICIAN

Midway City Sanitary District

SALARY RANGE: \$34.08 - \$43.37 Hourly

\$70,886.40 - \$90,209.60 Annually

FINAL FILING DATE: Open Until Filled, First Review Date: Sunday, March 9, 2025

POSITION TYPE: Full Time

HOW TO APPLY: <https://www.midwaycitysanitaryca.gov/employment-opportunities>

THE ENGINEERING TECHNICIAN'S ROLE

The Engineering Technician, under the general supervision of the District Engineer and/or from assigned supervisory or managerial staff, 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.

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.



EXPERIENCE AND EDUCATION REQUIREMENTS:

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.

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.

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.

COMPENSATION AND BENEFITS

This is a Non-Exempt position and the salary range is \$34.08-\$43.37 per hour, dependent on the qualifications and experience of the selected candidate. The District offers an excellent benefits package that includes:

Retirement: California Public Employees' Retirement System (CalPERS) defined benefit retirement plan, 2% at 55 plan for classic employees or 2% at 62 plan for new members as defined by the California Public Employees' Pension Reform Act of 2013 (PEPRA). The District does not participate in Social Security.

Deferred Compensation: 457 plan is available through Nationwide Retirement System. Employees have the option to join and make contributions at their own discretion. The District makes no contributions to the employee account.

Health Insurance: medical insurance is administered by CalPERS. Choice of HMO or PPO plan, with the District contributing up to \$2,175 per month towards the premium for employee and their eligible dependents.

Dental Insurance: District paid dental plan on behalf of the employee. Employees may elect to cover eligible dependents with the employee paying the premium for dependents.

Vision Insurance: District paid vision plan on behalf of the employee. Employees may elect to cover eligible dependents with the employee paying the premium for dependents.

Health Reimbursement Account (HRA): \$250.00 per month for employee and their dependents to spend on eligible healthcare expenses such as doctor visits & surgeries, over the counter medications, prescription drugs, dental & ortodontia and vision expenses.

Life Insurance: An amount equal to one times annual salary to a maximum of \$100,000 life insurance and \$10,000 life insurance for eligible dependents.

Annual Paid Time Off: Up to 25 days' vacation based on longevity, 12 days sick leave, 7 holidays, 3 floating personal holidays, 5 days bereavement, and jury duty (no limit). Sick leave may be cashed out annually or paid out at separation.

Educational Reimbursement: Tuition and materials reimbursement for approved related courses.

HOW TO APPLY

If you have any questions or inquiries, please contact Human Resources, Leanne Luu at 714-893-3553. Please apply online by submitting your MCSD employment application, cover letter, and resume to LLuu@midwaycitysanitaryca.gov

You may download an employment application online at:

<https://www.midwaycitysanitaryca.gov/files/d2bc46ea3/Midway+City+Employment+Application.pdf>

TO VIEW FULL ENGINEERING TECHNICIAN JOB DESCRIPTION, PLEASE VISIT:

<https://www.midwaycitysanitaryca.gov/employment-opportunities>

Candidate inquiries, employment applications, and resumes will be kept strictly confidential.

