

Sacramento Suburban Water District Classification Specification

Job Class: Senior Engineering Technician

FLSA Status: Non Exempt

Supervisor: Engineering Services Manager

Effective Date: May 2010

Definition/Distinguishing Characteristics

Under general supervision, performs technical drafting, data collecting and computations; reviews maps and plans for compliance with District engineering and legal standards, regulations and technical specifications; maintains District computer programs; and performs related work as required.

Examples of Duties

The following duties are typical for this classification. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

- Directs and coordinates work orders and updates maps and customer information in District business systems for all engineering projects.
- Updates and maintains digital map system, work order and preventative maintenance information and records in electronic format; acts as a program administrator to troubleshoot, update and recommend improvements to electronic records program.
- Acts as Assistant Project Manager for Meter Retrofit Program; oversees and coordinates day-to-day activities in ongoing projects under the general direction of the department manager.
- Operates and assists in the maintenance of the Maintenance Management System.
- Assists with the preparation of designs, plans and specifications for the construction and development of District structures and facilities.
- Reviews maps, plans and specifications for compliance with District engineering and legal standards, regulations and technical specifications.
- Prepares right-of-way maps depicting properties in detail; obtains and prepares documents to convey property title from subdividers to the District.
- Assists with the preparation of a variety of engineering reports and construction inspection assignments; tracks distribution breakdown of project revenue and prepares reports at assigned intervals.
- Creates and maintains project files; confirms assignments for construction inspection staff.
- Researches customer accounts regarding complaints and inquiries.
- Provides assistance to contractors and the general public on a variety of subjects,

including water pressure, water meters, CIP and meter retrofit projects, location of District facilities, topographical maps, availability of services, District design requirements, and other issues.

- Researches and develops information for various projects and/or department manager reports.
- Oversees and directs student intern work assignments.
- Maintains regular attendance and adheres to prescribed work schedule to conduct job responsibilities.

Mental and Physical Requirements

The conditions herein 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 the essential job functions.

- Travels occasionally by automobile in conducting District business.
- Communicates orally with District management, coworkers and the public in face-to-face, one-to-one and group settings.
- Regularly uses telephone, computer, keyboard and mouse.
- Regularly uses office equipment such as copiers, postage and fax machines.
- Works at a desk; sits, stands and walks for extended periods of time.
- Works in an office environment, lifts and moves objects up to 15 pounds such as large binders, books and small office equipment.
- Hearing and vision within normal ranges with or without correction.

Qualifications

Knowledge of:

- Basic knowledge of engineering methods and practices.
- Algebra, geometry and trigonometry.
- Methods and procedures of describing real property.
- Technical report writing.
- Principles, methods, instruments and techniques used in engineering drafting.
- District Routemaps and Work Order/Preventative Maintenance programs.
- Rules, regulations and codes applicable to District maintenance, operations and construction functions.
- Customer Service procedures and the handling of customer complaints.
- Principals of work order systems and functions, work coordination and training.

Ability To:

- Perform a variety of technical engineering support work.
- Gather data and make a variety of engineering computations.
- Perform drafting assignments; prepare construction drawings and maps from field notes.
- Assist with the development and preparation of engineering reports.
- Use computer systems related to engineering drafting and computations, mapping, and work order and preventative maintenance recordkeeping.
- Prepare oral and written reports.

- Understand and follow oral and written instructions.
- Establish and maintain cooperative working relationships with coworkers, outside agencies and the public.
- Pass pre-employment physical, drug and alcohol examination, and background check.

Education, Experience, Licenses and Certifications:

Required:

- High school diploma or equivalent.
- Valid California Driver's License issued by the California Department of Motor Vehicles.
- Proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Desirable:

Any combination of education and experience which would likely provide the desired knowledge and abilities is acceptable. A typical way to obtain the knowledge and abilities would be:

- Completion of coursework in algebra, geometry, trigonometry and drafting.
- One (1) year of responsible technical experience in engineering support work.