



Tuolumne Utilities District
Job Description
ENGINEERING SERVICES TECHNICIAN

POSITION:	Eng Services Technician	DEPARTMENT:	Engineering
REPORTS TO:	District Engineer		
PAY RANGE:	43	DATE PREPARED:	August 2013
INCUMBENT:			

General Description:

Under supervision of the District Engineer, performs a variety of administrative, technical and engineering tasks; receives and processes engineering drawings and applications for water and sewer service; prepares agreements for water and sewer line extension; prepares or supervises the preparation of CEQA documents; interfaces with customers, other public agencies; and performs related work as required.

Essential Functions: - *Essential responsibilities and duties may include, but are not limited to, the following:*

- Receives and processes service connection applications, calculates fees, and initiates work orders for the Construction/Maintenance Department for the installation, repair or location of District facilities.
- Meets and confers with existing and future customers to review service availability; explains and interprets District requirements, policies and regulations.
- Reviews engineering drawings of service line extensions for compliance with District standards, rules and regulations.
- Prepares or supervises the preparation of CEQA documents for District projects.
- Prepares drawings, agreements and regulations for Board consideration and approval and monitors associated agreement and customer compliance.
- Prepares reports, forms, questionnaires, and other documents in response to inquiries or requirements of county, state or federal agencies.
- Attends and participates in meetings requiring input on specific projects and/or developments and the District requirements, policies and regulations.
- Conducts data analysis, monitors industry trends and new local, state and federal regulations and interprets new customer service needs in the recommendation of District policy and regulation development.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- District water and sewer rules, regulations and policies.

- CEQA and other federal, state, and local regulations impacting water and wastewater operations and permitting requirements.
- Plumbing standards as they relate to public water and wastewater facilities.
- Recordkeeping practices and the principles of contract administration.
- Application of safe work practices.
- Operation and application of Microsoft word processing, PowerPoint and spreadsheet programs and AUTOCAD.
- Correct application and usage of the English language, including spelling, grammar and punctuation.

Ability to:

- Analyze situations and develop a course of action based on industry and/or customers trends, in compliance with District rules, regulations and policies.
- Exercise independent judgment.
- Identify trends in new customer needs, water and sewer service demands
- Make presentations to the public and Board of Directors.
- Plan, organize and coordinate work with others.
- Use a variety of tools with skill and safety.
- Prepare and maintain required written records and reports.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of the work.
- Read and write English at the level required for successful job performance.

Physical Demands:

The physical demands described 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 functions.

While performing the duties of this job, the employee is regularly required to speak and hear to effectively interface with other staff members, other agencies, and the public; present information to management and the Board in public meetings, maintain the capacity to sit at a computer for an extended period of time; walk, stand, kneel, lift, pull, stoop, bend, squat; use hands and fingers to write and to handle, grip, feel and operate tools and equipment.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

Work Environment:

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Outside: Occasionally drives a vehicle and performs assigned duties in a variety of weather

conditions ranging from snow to 100°F.

Inside: The majority of the job activities are performed indoors in a temperature-controlled environment.

Fumes/Gasses: Occasional exposure to various vapors from internal combustion engines and water and wastewater processes.

Noise/Vibration: Minimal exposure to noise generated from the operation of office equipment and water and wastewater process equipment.

Other Requirements:

Education/Certification:

- High school diploma or general education degree (GED) (Bachelor's degree preferred.)
- Must possess a valid California driver's license, have a satisfactory driving record, and be insurable by the District to operate District vehicles.

Experience:

- Minimum of two years of increasingly responsible work involving substantial public contact.
- Minimum of two years' experience in general office work including use of word processing, spreadsheet and presentation software.
- Minimum of two years' experience in interpreting and applying policies, codes or regulations.

Work Hours:

Flexible schedule between 7:00 a.m. to 4:30 p.m., Monday through Friday. Subject to change, as required to meet the needs of the District.

Must be willing to work overtime and/or alternate schedule when required.

I have reviewed and agree to abide by the requirements in this job description.

Employee's Signature

Date

Approved by General Manager: _____ Approval Date: ____ / ____ / ____