

## **North Marin Water District**

### **ENGINEERING TECHNICIAN III**

*This class description is only intended to present a summary of the range of duties and responsibilities associated with the position. Descriptions **may not include all duties** performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION**

Under professional direction, performs technical work requiring application of skills in the general field of engineering technology including basic mathematics, drafting, surveying, field inspection and measurements and technical reports.

#### **DISTINGUISHING CHARACTERISTICS**

The **Engineering Tech III** performs technical engineering work with an advanced degree of difficulty. This is an upper-level position in the Engineering Technician series and provides a high level of support to engineering activities primarily related to engineering drawings, engineering records and geographic information system (GIS) layers. This position is distinguished from the Engineering Tech II position by the responsibility for more difficult, complex and detailed engineering support duties.

#### **SUPERVISION RECEIVED**

Receives direct supervision from the Chief Engineer and general direction from the Associate and Assistant Engineers.

#### **ESSENTIAL DUTIES** (include but are not limited to the following)

Layout and prepare drawings for District water and sewer facilities including tanks, pumping stations, transmission mains and typical subdivision water system networks and sewer collection systems. Gather information required for field location of District facilities, making field measurements and sketches. Using AutoCAD Civil 3D, complete computer aided drafting of as-built drawings, mapping and easement drawings; drafting of special projects both engineering and non-engineering; assists in algebraic, trigonometric and geometric calculations; data collection; land survey work; operates computers including use of spread sheet, computer aided drafting software, GIS software and operates other engineering devices such as plotters and other office equipment; deals courteously with and provides information to the general public when required.

#### **OTHER DUTIES**

In addition to the duties listed in the Essential Duties section, the Engineering Technician III may perform related duties as assigned.

#### **QUALIFICATIONS** (The following minimum qualifications are necessary for entry into the class)

##### Education/Experience

Possession of a high school diploma or its equivalent and supplemental courses in engineering/drafting/GIS with a minimum of three years' experience in drafting and other engineering related duties.

Knowledge/Skill/Ability

*Knowledge of:* basic principles of algebra, geometry, and trigonometry; drafting, surveying, and mapping methods, techniques, and equipment; principles and practices of computer aided design systems. AutoCAD Civil 3D experience required with skill in land development a plus.

*Skill to:* perform routine manual and computer aided drafting, operate software, basic surveying and other office and field work as needed.

*Ability to:* perform skilled computer aided drafting work in preparing maps, drawings, and layouts from existing drawings, notes, sketches and oral and written instructions; perform a variety of technical office and field engineering assignments; read and interpret plans and maps; operate basic GIS software.

License/Certificate

Possession of a valid Class C California driver's license.

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing and reviewing construction plans, statistical reports and data, and using a computer keyboard. Additionally, the position requires near, far, and color vision in reading reports, reviewing plans and blueprints, and using the computer. When visiting construction sites or existing District facilities the position will require walking on uneven and slippery surfaces, climbing ladders or stairwells, exposure to all weather conditions, dust and pollen, and potential mechanical and heavy equipment hazards.

**OTHER REQUIREMENTS**

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

Approved	DM
Date	06/14/17