

North Marin Water District

ENGINEERING TECHNICIAN IV

*This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. 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

Performs technical engineering duties in the office and in the field related to surveying, designing, drafting, office research and construction inspection of District water and wastewater infrastructure projects.

DISTINGUISHING CHARACTERISTICS

The **Engineering Technician IV** performs technical engineering work with a high degree of difficulty. This is a senior-level position in the Engineering Technician series and provides a high level of support to engineering activities primarily related to office engineering duties and construction inspection in the field.

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)

Reviews construction plans for transmission or distribution pipelines, tanks, pumps and associated facilities; prepares lists of materials required and arranges for issue to contractors; supervises trenching operations, installation of pipe, services and hydrants, backfilling and testing, prepares progress payments and final acceptance of satisfactory work; makes field sketches of completed work; makes inspection of materials in manufacturer's plant; maintains job records; under supervision, operates testing equipment in connection with soils, painting, cathodic and other materials; assists in pipeflow testing, right-of-way and construction surveying; prepares materials requisitions and keeps accurate job material records.

OTHER DUTIES

Does layouts and final drawings of right-of-way and topographic maps, plots surveyor's notes, draws profiles and sections; reduces field notes, determines areas and volumes; prepares working drawings for installation of pipelines and related facilities.

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

Education/Experience

Any combination of education and experience equivalent to possession of a high school diploma or its equivalent and three years of construction inspection experience.

Approved	CD
Date	1/25/08

Knowledge/Skill/Ability

Knowledge of methods, materials and equipment used in properly installing water pipe and fittings; ability to read and interpret plans and specifications and to prepare material lists; ability to detect flaws in construction methods and materials; ability to maintain records; ability to establish and maintain effective relationships with contractors, developers, other employees and the public; has developed skills in drafting.

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."