

Marina Coast Water District

May 2, 2016

**ENGINEERING TECHNICIAN**  
**Or**  
**ASSISTANT ENGINEER**  
**(Flexibly staffed at either level)**

**DEFINITION**

Under general supervision or direction of an assigned supervisor, performs a variety of engineering activities including the design, preparation and/or review of engineering plans and specifications for a variety of projects, ensuring compliance with standards and District requirements; reviews improvement plans, coordinates facility planning and general plan amendments, ensures conformity with District standards and regulations; performs project management as assigned on District CIP projects; and performs other duties as required.

**CLASS CHARACTERISTICS**

The Engineering Technician is the entry-level, non-registered class in the professional engineering series. Incumbents perform the less difficult and more routine tasks in the field of civil engineering. As experience and proficiency are gained, assignments will become more technically diverse and complex, while exercising increasing independence of judgment. Incumbents receive general supervision from the assigned supervisor and functional direction from a higher-level class within the series. Advancement from the Engineering Technician to the Assistant Engineer level is in accordance with District policies and procedures and requires California Engineer-in-Training certification. Advancement to the Associate Engineer level is in accordance with District policies and procedures, including obtaining a California professional engineer's license.

**EXAMPLES OF DUTIES** (Illustrative Only)

- Calculates plan check, inspection and connection fees and prepares conditions of approval; issues construction permits; collects connection fees and miscellaneous engineering fees; confirms connection fees paid prior to installation of water meters; assists supervisor in administration of reimbursement agreements, including confirmation of reimbursement amounts;
- Serves as project manager for assigned small capital projects and may serve as resident engineer also;
- Coordinates capital improvement projects with contractors, utility companies, other agencies; maintains construction diaries, prepare change orders and payments;
- Coordinates progress meetings and reviews work products; assists in or develops the CIP Project Scope and schedule, procures professional services, negotiates contracts and task orders, reviews progress payments and change orders;

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Participates in pre-design, pre-construction and utility coordination meetings and reviews and evaluates the impact of proposed projects;
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## Assistant Engineer

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- Assists in the preparation of the CIP Budget, determines components (e.g., staff time, materials, equipment) to be funded and estimates costs;
- Coordinates water system and sewer system construction with operations, municipal public works departments, and other appropriate agencies;
- Interprets drawings and specifications to resolve differences on technical matters, enforces project safety standards, ensures compliance with District infrastructure standards;
- Assists with development of requests for proposals; Participates in design activities in preparing plans, specifications and cost estimates; prepares plans for review by a registered engineer as appropriate;
- Designs and uses a variety of modeling and automated engineering programs to analyze project needs; participates in the review and evaluation of plans, specification and proposal submitted by private engineering firms;
- Prepares reports and presents data related to water demand, usage, and conservation;
- Prepares and maintains a variety of maps, calculations, plans and records; makes a variety of engineering calculations; provides engineering support to construction inspectors; responds to inquiries and provide information to contractors, developers, other agencies and the public;
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment and multi-line telephones; may operate other department-specific equipment;
- Builds and maintains positive working relationships with co-workers, other District employees, and the public.

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## QUALIFICATIONS

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### **Knowledge of:**

- Principles, practices, procedures and standards related to District water and wastewater infrastructure development and maintenance;
- Principles and practices of civil engineering;
- Principles and procedures of project management including planning, scheduling, budget, and control;
- Principles and practices of cost estimation and contract administration;
- Methods, materials, and techniques used in the construction of public utilities projects;
- Engineering practices with emphasis on water supply, treatment and distribution; and wastewater collection;
- Engineering mathematics and economics;
- Plan Check review procedures for new developments;
- Construction methods, materials, specifications and codes;
- Basic report preparation and technical letter writing;
- Modern office procedures, methods, and equipment including personal computers

### **Skill in:**

Assistant Engineer

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- Interpreting, applying and explaining statutes, codes, regulations and ordinances;
- Preparing clear and concise reports, board staff reports, correspondence, policies, procedures and other written materials.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines;
- Maintaining accurate records and files.

**Education:**

For the Engineering Technician and the Assistant Engineer:

Equivalent to graduation from a four-year college or university with major course work in civil engineering or a related engineering field.

**Experience:**

To be eligible for the Engineering Technician:

One year of responsible engineering or engineering project management work.

To be eligible for the Assistant Engineer:

One to two years of increasingly responsible project engineering, engineering project management, preferably in a public agency setting.

**License:**

Required to advance to the Assistant Engineer:

Must possess Engineer-in-Training (EIT) certification with State of California.

Must possess a valid California class C driver's license and satisfactory driving record.

**Physical Demands:**

Must possess mobility to work in a standard office setting, to inspect District development and construction sites, to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.

FLSA Status: Both positions are Non-exempt eligible for overtime

Bargaining Unit: Both positions in MCWD Employees Association

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Effectively representing the department and the District in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations and individuals;¶

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Making effective public presentations;

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