

Job Title: **Engineering Technician I**

Reports to: Engineering Manager

FLSA Status: Non-Exempt

Salary Range:	Minimum	Midpoint	Maximum
	\$14.95	\$23.38	\$32.04

Job Summary:

Responsible for basic planning, design, engineering calculations, and construction related to limited tasks for varying scope water resource systems projects.

Essential Functions/Work Performed Statements:

This list is not comprehensive, but indicates duties and responsibilities which may be redefined pursuant to operational needs.

- Provide support services to Engineer and/or Engineering Manager for activities including planning functions, design, facility layout, cost estimates, and/or basic engineering calculations. (30%)
- Provide a full range of drawing production work including design and exhibits. Prepare and assemble contract documents. (20%)
- Gather and correlate basic data; process and interpret test data. (15%)
- Coordinate construction activities including contact with contractors, field observation of construction work for compliance with project requirements, and monitoring of project schedules. (15%)
- Prepare and maintain files, records, drawings, reports, budgets, and other data related to engineering projects. (10%)
- Occasionally manage projects of very limited scope under the direct supervision of the Engineering Manager. (10%)

Knowledge/Skills:

Associate's Degree in Engineering or Engineering Technology; or four (4) years drafting or computer application experience; or two (2) years drafting experience or computer applications, and two (2) years field experience in construction observation or surveying. Engineering drafting expertise and/or previous Engineering Technician experience desired.

- Knowledge of and ability to apply theoretical and practical engineering principles to perform basic engineering (hydraulic, mechanical, etc.) related functions.
- Ability to oversee and monitor construction work for adherence to project plans and specifications.
- Knowledge of drafting/CAD techniques, design, and engineering terminology.
- Knowledge of company standards and procedures and standard technical specifications.
- Knowledge of property (easement rights).
- Ability to work with minimal guidance on varied engineering planning, design, and construction-related assignments under the direction of an engineer or other supervisory personnel.
- Process strong, detail-oriented, analytical and conceptual skills with the ability to communicate both verbally and in writing.
- Computer literacy including a major word processor program, spread sheets, graphics and/or CAD.
- Ability to conduct property records research and prepare easement documents as necessary.
- Valid state (of residence) driver's license required.

Work Environment: 75% Office, 25% Field

- Working conditions are primarily in an office environment and performs occasional to regular field visits with exposure to traffic, construction, rugged terrain, and hazardous environmental

conditions. Operates a company vehicle on an occasional to frequent basis.

- Regular contact with internal and external customers, consultants, governmental agencies, and contractors.
- Must be physically able to work indoor or outdoor work during seasonal heat and cold or other adverse weather conditions.
- Must be physically able of walking up and down stairs and long distances.
- Must be physically able of standing, climbing, walking, lifting, bending, pulling and/or pushing, grasping, reaching, stooping and crouching, sitting, typing, walking, reading, writing, color determination, speaking and listening for extended periods of time.
- Must be physically able to work in confined space environments.