

OLIVEHURST PUBLIC UTILITY DISTRICT
ENGINEERING TECHNICIAN I

FLSA: Non-Exempt 12-21 Safety Sensitive

DEFINITION

Under supervision of the Public Works Engineer, performs a variety of sub-professional office and field engineering work related to construction plan review, public and private construction inspection, issuing permits, assisting the public and assisting with engineering studies, and performs related work as required.

This is an entry-level position, initially under close supervision, incumbents perform a variety of responsible sub-professional engineering office and field work.

EXAMPLE OF DUTIES

- Performs office and field duties related to construction inspection of both private and public projects.
- Prepares and updates a variety of textual and graphical presentations such as maps, charts, plans, details, and other engineering documents.
- Issues permits, and coordinates with the public on permit issues.
- Reads and interprets construction staking.
- Responds to inquiries from the public, developers, engineers, surveyors, other departments, and outside agencies; explains applicable regulations, standards, and policies. Inspects construction projects for compliance with plans, permits and specs; conducts compliance tests on construction materials.
- Assists in preparing and administering construction and consultant contracts.
- Uses a variety of engineering equipment and tools; adjusts and performs minor maintenance on equipment.
- Investigates and responds to concerns and questions from the general public.
- Collects and analyzes field data.
- Prepares specifications, construction cost estimates and engineering reports.
- Prepares correspondence; establishes and maintains files and records.
- Assists in administration of contracts for construction and other services.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Civil engineering principles, practices, and methods applicable to office and field work involving the design and construction of public works facilities.
- Engineering mathematics.

- Computer applications related to engineering.
- Strengths, properties and uses of engineering construction materials.
- Relevant laws, regulations, and ordinances.
- Basic principles, practices, and procedures of construction contract administration.
- Principles and practices of cost estimating

Ability to:

- Work any shift, holidays, and weekends. Willingness to work overtime.
- Carry out policies of the District.
- Keep abreast of new and changing technology relevant to this position.
- Use initiative and independent judgment.
- Follow oral and written instructions.
- Effectively work with individuals from a multi-cultural population.
- Performing responsible engineering office and field work including basic staking/surveying, drafting, and construction inspection.
- Reading, reviewing, and interpreting engineering drawings, maps, plans and specifications, legal descriptions, regulations, survey data, and technical documents.
- Gathering and compiling data and information and preparing accurate technical reports and documents.
- Performing accurate mathematical calculations.
- Communicating and working effectively with a variety of individuals, agencies, and organizations.
- Properly using engineering equipment, tools, and instruments.
- Operating computer systems to meet work unit needs.
- Maintaining complete and accurate records.
- Preparing accurate engineering plans, specifications, cost estimates and engineering reports.
- Assisting in contract administration.
- Providing guidance, direction, and training to lower-level employees.

JOB QUALIFICATION REQUIREMENTS

Minimum requirements:

- Equivalent to the completion of the twelfth grade.

- One year of sub-professional office and/or field engineering work. College coursework from an accredited college or university in civil engineering and/or an Engineer-in-Training certificate may substitute for experience.
- Must possess a valid California Drivers License.
- Must be insurable by District's auto liability insurer.

SPECIAL REQUIREMENTS

Essential Duties require the following physical skills and work requirements: Working conditions in the field are subject to variations in temperature, and may include wind, rain, and other elements. Requires the ability to differentiate colors, shapes, textures, odors; the ability to maintain mental capacity, which allows the capability of exercising sound judgment and rational thinking under varied circumstances; the ability to see; the ability to communicate orally; requires sufficient hand/eye coordination to perform repetitive movement. Requires ability to work safely out-of-doors in all weather, lift and carry equipment alone frequently weighing up to 50 lbs. and up to 75 lbs with assistance; stand and walk for extended periods, climb, bend, and stoop, grasp and hold objects or tools with full range of motion in wrists and arms; work/traverse on slippery and uneven surfaces; hearing capacity sufficient to understand conversations. Also includes exposure to chemicals, biohazards, heights, confined spaces, weather exposure, trip/fall hazards, power tools, and animals. Requires the ability to operate a motor vehicle.

Olivehurst Public Utility District is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodation to qualified individuals with disabilities.

OLIVEHURST PUBLIC UTILITY DISTRICT
ENGINEERING TECHNICIAN II

FLSA: Non-Exempt 12-21 Safety Sensitive

DEFINITION

Under supervision of the Public Works Engineer, performs a variety of sub-professional office and field engineering work related to construction plan review, public and private construction inspection, issuing permits, assisting the public and assisting with engineering studies, and performs related work as required.

This is a journey-level position, fully qualified to independently perform the full range of assigned duties. Incumbents may provide training and guidance to less experienced employees.

EXAMPLE OF DUTIES

- Performs office and field duties related to construction inspection of both private and public projects.
- Prepares and updates a variety of textual and graphical presentations such as maps, charts, plans, details, and other engineering documents.
- Issues permits, and coordinates with the public on permit issues.
- Reads and interprets construction staking.
- Responds to inquiries from the public, developers, engineers, surveyors, other departments, and outside agencies; explains applicable regulations, standards, and policies. Inspects construction projects for compliance with plans, permits and specs; conducts compliance tests on construction materials.
- Assists in preparing and administering construction and consultant contracts.
- Uses a variety of engineering equipment and tools; adjusts and performs minor maintenance on equipment.
- Investigates and responds to concerns and questions from the general public.
- Collects and analyzes field data.
- Prepares specifications, construction cost estimates and engineering reports.
- Prepares correspondence; establishes and maintains files and records.
- Assists in administration of contracts for construction and other services

DESIRABLE QUALIFICATIONS

Knowledge of:

- Civil engineering principles, practices, and methods applicable to office and field work involving the design and construction of public works facilities.
- Engineering mathematics.

- Computer applications related to engineering.
- Strengths, properties and uses of engineering construction materials.
- Relevant laws, regulations, and ordinances.
- Basic principles, practices, and procedures of construction contract administration.
- Principles and practices of cost estimating

Ability to:

- Work any shift, holidays, and weekends. Willingness to work overtime.
- Carry out policies of the District.
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- Communicating and working effectively with a variety of individuals, agencies, and organizations.
- Properly using engineering equipment, tools, and instruments.
- Operating computer systems to meet work unit needs.
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MEMORANDUM

From the desk of

CINDY VAN METER

District Clerk/Resource Coordinator



DATE : December 1, 2021

TO : Board of Directors

CC : John Tillotson

RE : Proposed Pay Rate for Engineering Technician I and II

Included in your board package is a draft position description for a Engineering Technician I and II position.

The proposed hourly range for these positions is as follows:

Engineering Technician I	\$26.30	\$27.62	\$29.00	\$30.45	\$31.97
Engineering Technician II	\$29.06	\$30.51	\$32.04	\$33.64	\$35.32