



Fair Oaks Water District Job Description

POSITION TITLE: Engineering Tech
DEPARTMENT: Operations
FLSA STATUS: Non-Exempt
DIRECTLY REPORTS TO: Operations Manager
DIRECTLY SUPERVISES: N/A
Job Description Date: January 1, 2009
Annual Salary Range: \$49,000 - \$62,000

GENERAL STATEMENT OF JOB:

Under general supervision of Operations Manager, performs a variety of tasks in engineering, computer assisted drafting, and GIS activities; provides field service quotes and sets appointments for plan review; answers public inquiries regarding field service locations, fire flow information, water quality and district plan specifications; assists in the preparation and maintenance of a variety of engineering and water system reports; maintains district map library and any other related duties that may be required.

ESSENTIAL FUNCTIONS:

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge, the skills typically required and the scope of responsibility. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Assists in design and specification preparation of Capital Improvement programs.
2. Performs plan checking; facilitates design of privately developed pipeline systems prior to approval by the District; ensures that developers, engineers and contractors comply with District rules, regulations and specifications, ensures as-built drawing receipt and preparation; interprets District specifications for contractors and other utilities.
3. Maintains drawing library of all District plans.
4. Performs field survey work when required; may meet with customers, developers, contractors and engineers; establishes and maintains lines of communication.
5. Reviews legal descriptions of property bounds; aids in easement and grant deeds; aids in the preparation of Environmental Impact Reports.
6. Maintains water production and consumption records and calculates capacities for storage, fire flows, water system losses, etc...
7. Responds to customer inquiries relating to facility locations, water quality, system pressure, conservation measures and other related matters.
8. Reviews and provides recommendation for available software upgrades to maintain the integrity of the District's engineering program.

9. Knowledge & proficiency of current drafting technology
10. Ability to apply basic principals used in the design of water systems
11. Knowledge of current Auto Cad Applications
12. Knowledge of current standard Microsoft Applications
13. Knowledge of equipment, tools, materials, methods. Used in the operation and maintenance of pumps, panels, chlorinating equipment, and electric motors.
14. Ability to add, subtract, multiply, divide, calculate decimals, ratios, percentages, and fractions; ability to calculate and apply algebra, trigonometry and geometry rapidly and accurately.
15. May work overtime as required and approved with additional compensation
16. Adheres to all policies, procedures & standards of FOWD and pertinent federal, state, local laws relating to position functions.

MINIMUM TRAINING AND EXPERIENCE:

- Five years technical experience
- Equivalent of two year technical degree.
- Any combination of training and experience may qualify if it would provide the skills, knowledge, and abilities to accomplish the job requirements.

SPECIAL CERTIFICATES:

- California Distribution Operator Grade I, within one year of hire
- California Treatment Operator Grade I, preferred but not required
- Valid California Driver's License Class C or higher.

PHYSICAL REQUIREMENTS:

- Travel regularly by vehicle for District related duties and activities
- Exert physical effort in moderate work involving stooping/kneeling, pushing/pulling, climbing/balancing and lifting/carrying.
- Differentiate between and perceive color, sound, smell, taste, and form.
- Operate a variety of automated office machines.
- 20/20 sight preferred or equivalent using corrective lenses as necessary.
- Ability to hear low tones or directions over loud noises.

ENVIRONMENTAL ADAPTABILITY:

- Work both indoors and outdoors, during all types of weather.

Fair Oaks Water District is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. District policy prohibits unlawful discrimination based on race, color, creed, sex, religion, marital status, age, nation origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state or local laws. All such discrimination is unlawful. In compliance with the American Disabilities Act, Fair Oaks Water District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective employees and incumbents to discuss potential accommodations.

I have received, read and understand the above job description.

Name (Please Print): _____

Signature: _____

Date: _____

Supervisor Name (Please Print): _____

Signature: _____

Date: _____

General Manager: Tom R. Gray _____

Signature: _____

Date: _____