



Fair Oaks Water District Job Description

Senior Engineering Technician

DEPARTMENT: Operations
FLSA STATUS: Non-Exempt
DIRECTLY REPORTS TO: Operations Manager
DIRECTLY SUPERVISES: N/A
JOB DESCRIPTION DATE: January 1, 2016
ANNUAL SALARY RANGE: \$60,000-\$80,000
JOB CLASSIFICATION: Regular Full-Time

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; assists in coordinating and developing schedule for implementation of Capital Improvement Program
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. Prepares estimates of applicable District fees; collects required deposits and tracks payments against work completed; provides recommendations for project closings.
4. Responds to inquiries from the public and developers in regards to availability of and conditions for obtaining District services; prepares written responses to customer's inquiries for approval and signature by District Management.
5. Performs hydraulic system analysis utilizing modeling software.
6. Performs work related to system modeling; presents reports and recommendations to Operations Manager, maintains hydraulic modeling database and scenario library.
7. Performs work related to detailed research for locating and maintaining District facilities.
8. Maintains library of all District plans and specifications.
9. Reviews legal descriptions of property bounds; aids in easement and grant deeds; aids in the preparation of Environmental Impact Reports.
10. Maintains water production and consumption records and calculates capacities for storage, fire flows, water system losses, etc.

11. Reviews and provides recommendation for available software upgrades to maintain the integrity of the District's engineering program.
12. May work overtime as required and approved with additional compensation
13. Adheres to all policies, procedures & standards of FOWD and pertinent federal, state, local laws relating to position functions.

Other Duties

- Coordinates staff training related to maps, construction plans, fee schedules and customer inquiries related to new business projects.
- Performs field survey work when required; may meet with customers, developers, contractors and engineers; establishes and maintains lines of communication.

Job Standards/Specifications

Knowledge of:

- Knowledge & proficiency of current drafting technology
- Knowledge of current Auto Cad Applications
- Knowledge of current standard Microsoft Applications
- Knowledge of equipment, tools, materials, methods. Used in the operation and maintenance of pumps, panels, chlorinating equipment, and electric motors.

Ability to:

- Ability to apply basic principles used in the design of water systems
- Ability to add, subtract, multiply, divide, calculate decimals, ratios, percentages, and fractions; ability to calculate and apply algebra, trigonometry and geometry rapidly and accurately.

Typical Physical Activities:

- 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 Factors:

- Work Primarily in an office environment, some outdoor work may be required.

Desired Qualifications:

- Minimum of five year's technical experience related to civil engineering.
- Minimum of four-year degree in Engineering.
- California Treatment Operator Grade I.
- Any combination of training and experience may qualify if it would provide the skills, knowledge, and abilities to accomplish the job requirements.

Required Licenses/Certifications:

- California Distribution Operator Grade I, within one year of hire.
- Equivalent of a two-year technical degree.
- Valid California Driver's License.
- Graduation from High School or the equivalent.

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:

Operations Manager: Michael Nisenboym

Signature:

Date:

General Manager: Tom R. Gray

Signature:

Date:
