

FREMONT SANITATION DISTRICT JOB DESCRIPTION

TITLE: Engineering Technician I

PAY GRADE: 3

DEPARTMENT: Engineering (13)

SUPERVISOR: District Engineer

FLSA STATUS: Non-Exempt

JOB SUMMARY:

The Engineering Technician I is an entry level position within the Engineering Technician series responsible for the design and development of sanitary sewer line plans for new and replacement sewer systems. Under direct supervision, this employee must accurately and efficiently complete all phases of work, from surveying and collecting data in the field, to rendering detailed final drawings for planning and construction projects. This employee also plays an active role in contracted sanitary sewer construction and rehabilitation projects performing detailed inspections and documenting conformance with plans and specifications. The Engineering Technician I position is typically a training position for employees that have limited or no directly related work experience and is intended to serve as a transitional position for advancement into the Technician II and III level positions.

EDUCATION/EXPERIENCE REQUIREMENTS:

- Minimum of high school diploma or GED equivalent.
- A minimum of one year of hands-on field and office surveying and civil engineering experience preferred.
- A minimum of one year of Computer-Aided Drafting experience preferred.

LICENSURE/CERTIFICATION REQUIREMENTS:

- Class I Wastewater Collection Certification from the CCWP or obtain within one (1) year of employment.
- Certification as a licensed nuclear moisture/density gauge user per CDPHE Radioactive Materials Licensing program requirements or obtain within one (1) year of employment.
- A current valid State of Colorado "R" Driver's License or obtain within thirty (30) days of employment.

EMPLOYMENT REQUIREMENTS:

- Upon offer of employment, will be subject to a pre-employment background check, including employment references, criminal history, and driving record review.
- Employee will be required to successfully pass (100%) a construction certification test within (30) days of hire.

- All employees of the District will be required to follow all rules and guidelines as outlined in the District's Personnel Manual and Safety Manual and programs
- Regular attendance and punctuality are essential to this position

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Accurately and efficiently performs field surveys and data collection at project sites.
- Performs the design of sanitary sewer extensions, replacements and rehabilitation projects utilizing professional standards common to the industry.
- Develops detailed final drawings for planning, construction and rehabilitation projects.
- Assists in the preparation of bidding documents and requests for proposals for construction projects, consulting services and procurement of equipment and supplies.
- Assists in the management of construction and rehabilitation projects within the District's collection and treatment systems.
- Performs field inspections and prepare detailed inspection reports.
- Provides engineering recommendations for a variety of projects.
- Evaluates collection system inspection reports and CCTV to formulate recommendations to obtain the maximum performance and longevity of the system.
- Measures, calculates, estimates and documents material quantities for use in budgeting or contract pay items.
- Develops responses to Sanitary Sewer Availability Request inquiries.
- Generates professional-quality maps for use as exhibits in bidding documents and presentations.
- Attends technical and safety training meetings, courses and seminars, as directed.
- Utilizes proper safety precautions in all work performed to; reports problems and emergency situations, recognizes, avoids, and reports unsafe acts, conditions, accidents, and injuries.
- Reviews improvement plans submitted by individuals and developers for proposed sanitary sewer installations.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

The necessary knowledge, skills and abilities described herein are representative of those that must be met by an employee to successfully perform the Primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions. Employees must adequately meet or exceed expectations relating to specific job performance standards as outlined by the District. This position is distinguished from other positions within the Engineering Technician series by the performance of limited and routine tasks and duties.

- Knowledge of wastewater collection and treatment systems and facilities.
- Demonstrated attention to detail.
- Strong judgement and confidence in decision-making skills.
- Strategic thinking abilities, including the ability to identify emerging issues, anticipate trends and take a creative and proactive approach in developing solutions.
- Strong research, analytical and problem-solving skills.

- Ability to manage time, including working under tight deadlines and managing multiple projects simultaneously.
- Proficient in the use of Microsoft Office, Autodesk and ESRI software.
- Good oral and written communication abilities are required.
- Skill in interpersonal relations with staff, peers, other agencies, the public, elected officials and adversarial parties.
- Ability to read, understand and analyze laws, rules, regulations and policies and to be able to apply, interpret and communicate them to others.
- Must be comfortable speaking in front of authorities.
- Knowledge and experience in water resources including analyses and calculations of static, dynamic and flow properties.
- Familiar with concrete and asphalt paving analysis, testing and design.
- Surveying experience with construction staking and layout and a familiarity with the use of field survey equipment including levels and GPS receivers.
- Ability to develop horizontal and vertical alignments for assigned installation projects.
- Familiarity with the Public Land Survey System is desired.
- Familiar with public records research methods.
- Cooperate with co-workers and develop and maintain effective working relationships.
- Interact in a professional and courteous manner with industry officials, customers, co-workers, and those that conduct business with the District.
- Ability to understand and follow District safety procedures.
- Work effectively as an individual and as a team member, with minimal supervision.

WORKPLACE CONDITIONS:

- This position will require working both indoors and outdoors.
- Jobsite inspections occasionally require working in inclement weather.
- Conditions involving close proximity to wastewater and strong odors may be encountered.
- Permitted, monitored and supervised confined space entry is occasionally required.
- Attending meetings, conferences, seminars and presentations occasionally requires travel.
- Employee may be required to report during non-scheduled hours.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions. Typical requirements are as follows:

- While performing the duties of this job, the employee is frequently required to sit, stand, walk, speak, listen, use hands or fingers to handle, feel or operate objects, tools or controls and reach with hands and arms. The employee may occasionally be required to climb, balance, stoop, kneel, crouch or crawl. Employee may also be required to use the sense of smell on occasion.

- The employee must frequently lift and/or move up to 25 pounds of equipment or materials and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Employee must have the physical strength and dexterity to operate various power tools.
- The noise level in the work environment is usually moderate.
- Work must sometimes be performed in potentially dangerous environments such as those containing electrical, infectious or mechanical hazards.
- Employee may be required to enter and exit confined spaces utilizing required confined space entry procedures.
- Employee may be required to report during non-scheduled hours.

TOOLS AND EQUIPMENT USED:

The employee must have the abilities and skills to safely, efficiently and productively work with or operate the following items:

- Field equipment including, but not limited to, District passenger vehicles, hand-held tools, winches, personnel retrieval systems, blowers, survey and GPS equipment, testing equipment, lap top computers and mobile electronics.
- Office equipment including, but not limited to, personal computers, telephones, copy/scanning machines and other general office equipment.
- Traffic control devices, barriers, cones, signs, etc.

WORK STATUS

This is a full-time position with a 40 hour per week schedule. Hours are normally 7:00 AM – 5:30 PM, Monday through Thursday. Scheduling may vary depending upon workload. Flexibility to work additional hours when needed is required. May also be required to work during emergency situations.

Print Employee Name:	
Employee signature:	Date: