

**REGIONAL WATER RESOURCE AGENCY
JOB DESCRIPTION**

Job Title: Engineering Technician
Department: Engineering
Reports to: Director of Engineering
FLSA Status: Non-Exempt
Pay Level: 24
Revised Date: April, 2021
Physical and Environmental Requirements: Heavy
Respirator Required: No
Supervisory Responsibilities: None
Work Hours (typically): 7:00am – 4:00pm, M-F
On-call Status: None
Overnight Travel: Occasional
Uniforms: Field Wear required; Office Wear optional

JOB SUMMARY:

Engineering Technician assists with project management in the Engineering department, as well as issues permits related to sewer connection and construction activities, and manages information and record keeping relating to these activities. Collects data, performs studies and analysis, and prepares reports of various engineering functions for multiple end users. Responsible for the coordination of and education regarding green infrastructure initiatives. Other varying responsibilities such as flow metering, easement acquisition, complaint response, and other assistance as needed by the department.

DUTIES AND RESPONSIBILITIES:

- Assists Engineering staff with project management, including scheduling, record keeping, progress reports, coordination of inspection activities, etc.
- Issues sewer permits and demolition permits, including the entry of information and verification of accuracy of such information in a relational database; maintains records and ensures consistency of applicable fees to all private construction activities; verifies completeness of permit applications and reviews by others; is held accountable for permit fees received and record-keeping
- Manages SCADA data related to flow, overflow and weather data, as well as river elevation information; interprets and compiles extensive, as well as detailed information for reporting to regulatory authorities, including EPA and KDOW
- Responsible for the protection and integrity of SCADA data, including the retention and back-up of such data
- Manages flow meter equipment and associated metered data; performs various engineering studies and analysis, i.e. flow metering, river sample collection and data analysis, rain gauges and metering; works with various equipment software programs
- Performs various tasks involved with the acquisition of easements related to projects, including serving as Agency acquisition agent
- Researches property owner information and records transactions at PVA office, including management of apportionment warrant and income survey information related to CDBG grants

- Works with mortgage companies, title companies, County Clerk, etc. regarding lien releases and other issues as needed
- Serves as Agency coordinator for green infrastructure improvements and Low Impact Development (LID) initiatives, including downspout removal program, etc.; performs field tasks as necessary; performs grant application activities; provides public information and instruction
- Responds to public and plumber inquiries about RWRA policies and regulations, etc., in relation to the sewer taps, costs and availability, grease interceptors, oil separators, etc.
- Provides information, assistance, and guidance for sewer and sewer tap location activities; initiates work orders requests through maintenance database for tap improvements, as needed
- Reviews and authorizes RWRA's approvals related to alley and easement closings and modifications and maintains all records of such events
- Serves as Agency liaison for Storm Water Quality Advisory Committee; presents Agency updates to the committee
- Receives sewer and drainage complaint information, provides appropriate responses, and follows up on activity
- Updates and corrects sewer billing information with water utilities for new customers, as customers are connected and surcharges are paid off
- Duties and responsibilities may be changed and/or additionally assigned by Management at any time

EDUCATION:

Bachelor's Degree from an accredited four-year college or university in Engineering Technology, and/or related field is required, or equivalent combination of education and experience.

EXPERIENCE:

Two to three years of experience in utility and/or civil-related engineering, and/or computerized data entry, mapping, etc. is preferred. Fundamental understanding of wastewater and storm water systems is preferred.

MINIMUM QUALIFICATIONS:

Must be 18 years of age or older. Must pass the drug and alcohol test and background check. Must meet minimum physical requirements for the job as set forth by the organization's physician.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have a valid driver's license, prior to employment. Notary Public certification will be required to be obtained. May be required to obtain other job-related certifications, i.e. LID.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, public officials and the general public. Strong organizational, social and communication skills are required.

MATHEMATICAL SKILLS:

Aptitude in complex mathematical concepts required.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Effective record-keeping skills required.

OTHER KNOWLEDGE AND/OR SKILLS:

Ability to effectively communicate with customers, plumbers, property owners, contractors, supervisors, employees, public groups, public officials as needed. Proficient in general computer skills using Microsoft applications, such as word processing, spreadsheets, e-mail, and Internet experience required. Ability to become proficient in specialized software applications such as AutoCAD, SCADA, Flow-Link, Weather View, etc. in a defined time frame. Ability to understand and troubleshoot software and hardware issues related to flow metering equipment.

COMMENTS:

All employees of the Regional Water Resource Agency (RWRA) must adhere to the applicable provisions of the RWRA Employee Handbook, RWRA Drug & Alcohol Policy, and any other local, state, or federal regulations that apply. RWRA is a drug-free workplace; therefore, all employees are subject to drug and alcohol testing.

ACKNOWLEDGMENT:

I acknowledge that I have read the job description and requirements for the Engineering Technician position, and I certify that I can perform these functions.

Employee Signature

Date

**SUMMARY OF STANDARD WORK REQUIREMENTS
NEEDED TO PERFORM ESSENTIAL JOB DUTIES**

Job Title: Engineering Technician

Job Class: Heavy (51-100 lbs)

A. POSITIONAL DEMANDS

	Never (0%)	Occasional (1-33%)	Frequent (34-66%)	Constant (67-100%)
1. Standing			X	
2. Walking			X	
3. Sitting				X
4. Balancing		X		
5. Climbing:				
a. Stairs		X		
b. Ladders		X		
6. Reaching:				
a. Forward			X	
b. Overhead		X		
7. Stooping		X		
8. Crouching		X		
9. Kneeling		X		
10. Crawling	X			
11. Feeling			X	
12. Grasping:				
a. Simple Hand			X	
b. Firm Hand		X		
13. Fingering		X		
14. Object Handling			X	
15. Operating Controls				X

B. PHYSICAL DEMANDS

1. Lift:				
a. Up to 10 pounds			X	
b. 11 to 20 pounds		X		
c. 21 to 35 pounds		X		
d. 36 to 50 pounds		X		
e. 51 to 75 pounds		X		
f. 76 to 100 pounds	X			
g. Over 100 pounds	X			
2. Carry:				
a. Up to 10 pounds			X	
b. 11 to 20 pounds		X		
c. 21 to 35 pounds		X		
d. 36 to 50 pounds		X		
e. 51 to 75 pounds	X			
f. 76 to 100 pounds	X			
g. Over 100 pounds	X			
3. Push:				
a. Up to 10 pounds		X		
b. 11 to 20 pounds		X		
c. 21 to 35 pounds	X			
d. 36 to 50 pounds	X			
e. 51 to 75 pounds	X			
f. 76 to 100 pounds	X			
g. Over 100 pounds	X			

	Never (0%)	Occasional (1-33%)	Frequent (34-66%)	Constant (67-100%)
4. Pull:				
a. Up to 10 pounds		X		
b. 11 to 20 pounds		X		
c. 21 to 35 pounds	X			
d. 36 to 50 pounds	X			
e. 51 to 75 pounds		X		
f. 76 to 100 pounds	X			
g. Over 100 pounds	X			

C. SENSORY REQUIREMENTS

1. Vision:				
a. Far		X		
b. Near				X
2. Depth Perception		X		
3. Color Discrimination		X		
4. Field Vision		X		
5. Accommodation		X		
6. Perception:				
a. Spatial		X		
b. Form		X		
7. Feeling		X		
8. Speaking			X	
9. Hearing			X	

D. WORK ENVIRONMENT (Exposures)

1. Inside Environment			X	
2. Weather Conditions		X		
3. Temperature		X		
4. Cold		X		
5. Heat		X		
6. Wet/Humidity		X		
7. Biological Agents		X		
8. Human Body Fluids		X		
9. Chemicals		X		
10. Hazardous Materials		X		
11. Floor Surface			X	
12. Lighting		X		
13. Vibration	X			
14. Unprotected Heights		X		
15. Confined/Cluttered		X		
16. Moving Equipment		X		
17. Fumes/Airborne Particles	X			
18. Hazards	X			