

Water Authority Position Description

ENGINEERING TECHNICIAN

Status	Position Code	Level	Date
APPROVED	ENTC	M24	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY

PERFORM A VARIETY OF TECHNICAL ENGINEERING DUTIES IN SUPPORT OF AN ASSIGNED AREA. COLLECT TECHNICAL DATA, EVALUATE PROCESSES AND RECOMMEND CORRECTIVE ACTIONS. ASSIST IN THE PREPARATION OF CONSTRUCTION PLANS, REPORTS, MAPS AND GRAPHS. PERFORM A VARIETY OF TECHNICAL TASKS RELATIVE TO ASSIGNED AREA OF RESPONSIBILITY.

MIN EDUCATION & EXPERIENCE REQ

ASSOCIATE'S DEGREE IN ENGINEERING, GIS/CADD TECHNOLOGY OR A RELATED FIELD, PLUS THREE (3) YEARS OF TECHNICAL ENGINEERING AND INSPECTION EXPERIENCE TO INCLUDE ONE (1) YEAR TECHNICAL LEAD OR SUPERVISORY EXPERIENCE IN AN ADMINISTRATIVE CAPACITY.

ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)
 POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE.
 MUST BE ABLE TO PASS RESPIRATORY CLEARANCE EXAM PRIOR TO HIRE AND AT LEAST EVERY THREE YEARS AFTER HIRE. MUST BE ABLE TO PASS RESPIRATOR FIT TEST WITHIN 30 DAYS OF HIRE AND ANNUALLY THEREAFTER. MUST SUBMIT TO OZONE MEDICAL EXAM, AS APPROPRIATE TO THE JOB POSITION, PRIOR TO HIRE AND AT LEAST EVERY THREE YEARS AFTER HIRE.

SUPERVISION RECEIVED/EXERCISED

RECEIVE GENERAL SUPERVISION FROM HIGHER LEVEL TECHNICAL STAFF.

EXERCISE FUNCTIONAL AND TECHNICAL LEAD RESPONSIBILITIES OVER LOWER LEVEL TECHNICAL STAFF.

ESSENTIAL FUNCTIONS

1. PERFORM A VARIETY OF TECHNICAL ENGINEERING DUTIES IN SUPPORT OF AN ASSIGNED AREA. CONDUCT FIELD INSPECTIONS OF VARIOUS SYSTEMS AND CONNECTIONS. ISSUE PERMITS AS NECESSARY.
2. ASSIST AND PARTICIPATE IN COLLECTING TECHNICAL DATA ON OPERATIONS. ENTER DATA INTO COMPUTER SYSTEM. EVALUATE PROCESSES AND RECOMMEND CORRECTIVE ACTIONS.
3. PREPARE A VARIETY OF TECHNICAL REPORTS, MAPS AND GRAPHS ON OPERATIONS AND ACTIVITIES WITHIN ASSIGNED AREA.
4. ASSIST AND PARTICIPATE IN CONDUCTING VARIOUS ENGINEERING AND RESEARCH STUDIES. MAY REVIEW DESIGN AND COMPLETE DRAWING PLANS FOR DESIGN REVIEW COMMITTEE (DRC).
5. PARTICIPATE IN TROUBLE SHOOTING VARIOUS INFORMATION AND OPERATING SYSTEMS AND DESIGN FUNCTIONS.
6. MAY TRACK (VIA COMPUTER) DRC SUBMITTALS INCLUDING PLANS, SUBDIVISION IMPROVEMENT AGREEMENTS, SIDEWALK DEFERRALS LICENSES AND AGREEMENTS AND VARIOUS DOCUMENTS.
7. RESPOND TO PUBLIC INQUIRIES IN A COURTEOUS MANNER; PROVIDE INFORMATION WITHIN THE AREA OF ASSIGNMENT.
8. INVESTIGATE CUSTOMER COMPLAINTS AND INQUIRIES AND RESOLVE IN AN EFFICIENT AND TIMELY MANNER.

SUPPLEMENTAL FUNCTIONS

1. ATTEND AND PARTICIPATE IN PROFESSIONAL GROUP MEETINGS. STAY ABREAST OF NEW TRENDS AND INNOVATIONS IN THE FIELD OF ENGINEERING.
2. PROVIDE TECHNICAL ASSISTANCE TO ENGINEERING STAFF AS REQUIRED.
3. LEAD, PLAN, TRAIN AND REVIEW THE WORK OF STAFF RESPONSIBLE FOR PERFORMING A VARIETY OF TECHNICAL ENGINEERING DUTIES.
4. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

PREFERRED KNOWLEDGE

BASIC PRINCIPLES AND PRACTICES OF STREET CLASSIFICATION AND CONDITIONS
METHODS AND TECHNIQUES USED IN ENGINEERING INSPECTION WORK
PRINCIPLES AND PROCEDURES OF AGIS SYSTEM
PRINCIPLES AND PROCEDURES OF DATA COLLECTION
PRINCIPLES OF TECHNICAL REPORT PREPARATION
PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES AND REGULATIONS

PREFERRED SKILL/ABILITY

PERFORM A VARIETY OF ENGINEERING TECHNICIAN DUTIES IN SUPPORT OF AN ASSIGNED AREA
CONDUCT A VARIETY OF TECHNICAL FIELD INSPECTIONS
COLLECT AND ANALYZE TECHNICAL DATA AND RECOMMEND CORRECTIVE ACTIONS
OPERATE WELL AND PUMP DIAGNOSTIC EQUIPMENT
PARTICIPATE IN CONDUCTING VARIOUS ENGINEERING STUDIES
PREPARE A VARIETY OF CLEAR AND CONCISE TECHNICAL REPORTS
RESPOND TO REQUESTS AND INQUIRIES FROM THE GENERAL PUBLIC
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK
MAINTAIN MENTAL CAPACITY WHICH ALLOWS THE CAPABILITY OF MAKING SOUND DECISIONS AND DEMONSTRATING INTELLECTUAL CAPABILITIES
MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES
MAINTAIN EFFECTIVE AUDIO/VISUAL DISCRIMINATION AND PERCEPTION OF THE DEGREE NECESSARY FOR DEGREE NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF ASSIGNED DUTIES

WORKING CONDITIONS

OFFICE AND FIELD ENVIRONMENT; TRAVEL FROM SITE TO SITE; EXPOSURE TO NOISE, DUST, GREASE, SMOKE, FUMES, GASES; MAY WORK ON SLIPPERY OR UNEVEN SURFACES OR IN CONFINED SPACES; EXPOSURE TO COMPUTER SCREENS

PHYSICAL REQUIREMENTS

ESSENTIAL AND MARGINAL FUNCTIONS MAY REQUIRE MAINTAINING PHYSICAL CONDITION NECESSARY FOR WALKING, STANDING OR SITTING FOR PROLONGED PERIODS OF TIME; OPERATING MOTORIZED VEHICLES