

Sunrise Water Authority

Job Description

Title: Engineering Technician I

Dept. Engineering/Tech Services

Status: Non-exempt

Reports to: Engineering Manager

Pay Grade: \$30-36/hr

Effective Date: March 2023

New Position

Position Change

The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.

General Position Summary:

This entry-level position assists senior engineering staff in the design, construction and management of utility infrastructure assets and related systems.

Essential Functions/Major Responsibilities:

- Performs basic engineering calculations and analysis
- Performs computer-aided drafting and GIS data management
- Reviews survey information and assists with property and easement descriptions
- Reviews development applications for design compliance and process meter applications
- Reviews infrastructure design and inspection of constructed assets
- Assists with management of construction projects and contract administration
- Performs field investigations and data collection
- Prepares reports, drawings, maps, graphs and other engineering documentation

Secondary Functions:

Other duties as assigned.

Job Scope:

- Operates from established and well-known procedures.
- Performs work mostly under direct supervision and sometimes independently with moderate supervision.
- Decisions are made within prescribed operating guidelines and procedures.

Supervisory Responsibility:

- This position has no supervisory responsibility.

Interpersonal Contacts:

- Contacts are commonly made with others inside the agency and the general public, which may occasionally contain confidential or sensitive information requiring discretion.

Specific Job Skills:

- Knowledge of principles and practices related to civil engineering and surveying.
- General familiarity of municipal infrastructure design and construction.
- Knowledge of GIS, CAD and other computer applications related to engineering design, mapping and data analysis.
- Communicate effectively in both written and verbal communication with coworkers, managers, vendors, and public.
- Interact professionally among coworkers, supervisors, and others; display positive interpersonal skills.
- Possess critical thinking and effective problem-solving skills.

Education and/or Experience:

- Associates' degree in Engineering Technology or related field; or equivalent combination of education and experience required to perform the essential job duties.

Job Conditions:

Work is performed in both a typical office work environment and outdoors. May require working in adverse or inclement weather conditions. May occasionally require work more than 40 hours per week. Must be able to drive and operate a typical passenger vehicle or small truck.

Physical Demands Summary:

This position requires physical ability to lift up to 25 lbs occasionally; sitting in a normal seated position for extended periods of time; occasionally stooping, bending, kneeling, lifting, pushing and carrying items; continuously being mobile, frequent walking. Performs repetitive motions with hands and wrist, i.e., typing on a keyboard, reaching by extending hand(s) or arm(s) in any direction. Ability to see within normal parameters; ability to hear within normal range; ability to talk to others both in person and on the telephone for extended periods of time.

Supervisor Approval