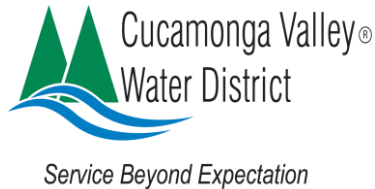


LEAD ENGINEERING TECHNICIAN



Job Status: Non-Exempt
Date Adopted: 01-2015
Date Modified: 03-16-2023

Safety Sensitive Position

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general supervision, performs technical office engineering work in support of District or developer projects and programs; conducts engineering plan checking to ensure compliance with District requirements and specifications; and performs a variety of tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

The Lead Engineering Technician is an advanced journey working level classification. At this level, incumbents perform tasks common to the Engineering Technician series under minimal supervision while exercising discretion and independent judgment within established guidelines. Incumbents also provide project management and coordinate the efforts of outside contractors and CVWD field and engineering staff. At times, duties may require attending City Planning Department meetings to determine the consequences of City projects that may affect CVWD systems.

The Lead Engineering Technician differs from that of Assistant Engineer in that the latter performs lower-level professional engineering tasks in support of developer and capital projects.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is received from the Senior Associate Engineer and/or Engineering Manager (Capital & Development).

Technical or functional work direction may occasionally be provided to Engineering Technician I/II by the Lead Engineering Technician.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Staffs the Engineering Department front counter and provides information and assistance to the public; receives and logs in engineering plans and specifications and conducts plan check reviews to ensure compliance with District requirements; performs tenant improvement plan checks in conjunction with the Wastewater unit.
2. Fields inquiries in person or over the telephone from engineers, developers, municipalities and the general public regarding District requirements relating to the planning, design and installation of water and sewer facilities within the service area.

Lead Engineering Technician

3. Provides copies of signed plans to the District's GIS staff for input into the geographic information system to include locations of distribution lines, valves, hydrants and manholes; updates information, such as as-built drawings, needed for inclusion in District atlases.
4. Research locations of water and sewer facilities and maintains all official maps, drawings, and master plans for the District; drafts or prepares corrections to official records using drafting skills as necessary; receives and records payments of fees for developer projects.
5. Travels to the City of Rancho Cucamonga Planning Department to provide technical review comments upon request; conducts occasional field surveys of property or water/sewer construction sites.
6. Assists with engineering contract administration tasks; attends pre-construction meetings with developers or contractors; prepares cost sheets and first release forms; assists District engineers in review of construction plans or bid specifications for capital projects.
7. Prepares a variety of letters and reports relating to plan submittals or in response to customer requests.
8. District employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the District's needs, in addition to responding as a Disaster Emergency Service Worker.
9. Regular attendance at the work site.

Marginal Functions:

1. Perform related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Basic civil engineering principles and practices, including basic hydraulics.

Methods and techniques used in the design, construction and installation of public water and sewer facilities.

Principles of drafting and engineering specification preparation.

Standard engineering terminology, symbols, mathematics and record keeping.

Operational characteristics of a geographic information system.

Modern office practices, procedures, and equipment.

Pertinent Federal, State and local codes, laws and regulations and District policies and procedures.

Skill in:

Operating a personal computer and using related software.

Entering and retrieving data from a geographic information system database.

Using a hand-held calculator.

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Ability to:

Perform routine office engineering work.
Read and understand blueprints, maps, and civil engineering plans and specifications.
Interpret, explain and apply legal requirements, rules and procedures.
Create and maintain an accurate atlas of District water and sewer lines and facilities.
Use specialized software to maintain and update computer databases.
Perform various design and drafting duties utilizing graphical skills.
Prepare and maintain accurate engineering records.
Understand and carry out oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.
Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.

REQUIRED QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Job Title	Lead Engineering Technician
Experience	<ul style="list-style-type: none">• Four (4) years of experience in engineering, including drafting and/or plan checking, preferably for a water facility or engineering.
Education/Training	<ul style="list-style-type: none">• Equivalent to an Associate Degree in Civil Engineering, Mechanical Engineering, Drafting and Design, or a related field.
Required License/Certification	<ul style="list-style-type: none">• Possession of, or ability to obtain within one (1) year of appointment, a valid D2.
Desirable Degree/License/Certification	<ul style="list-style-type: none">• Valid D3.• Engineer-in-Training (EIT) certificate.• Bachelor's Degree in Civil Engineering, Mechanical Engineering, or a related field.
DMV Class	<ul style="list-style-type: none">• Possession of a valid California Class C driver's license and a satisfactory driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The physical demands and working environment demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Standard office setting; frequent interaction with District staff and general public.

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Physical:

Incumbents require sufficient mobility to work in an office setting; stand and sit for prolonged periods of time; operate office equipment including computer keyboard; light lifting and carrying; ability to verbally communicate to exchange information; use of hands repetitively to operate, finger, handle or feel office equipment and reach with hands and arms. Employees are frequently required to stand and walk.

Mental:

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple concurrent tasks; work with frequent interruptions; work under intensive deadlines; interact with District managers, staff, vendors, the public and other encountered in the course of work.

Vision:

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.

Hearing:

Hear in normal audio range with or without correction.