

SOUTHWEST REGIONAL WATER DISTRICT

An Equal Opportunity Employer

POSITION DESCRIPTION

Appt. Authority:	SWRWD Board of Trustees	Position Title:	Engineering Technician
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Department:	Engineering	Employment Status:	Full-time
Reports To.:	Engineering Manager	FLSA Status/Pay:	Non-Exempt
EEOC Job Group:	(3) Technicians	US DOL Physical Strength Rating:	Medium

QUALIFICATIONS:

- High School diploma or equivalent; and
- Demonstrated knowledge of the SWRWD's distribution system; and
- Ability to read and interpret bidding and construction documents, including drawings and specifications; and
- Excellent written and verbal communication skills including the ability to prepare formal correspondence, reports, bid documents, conduct group meetings, presentations, etc.; and
- Ability to identify and define problems, collect data, maintain accurate records; and
- Proficiency with Microsoft Office, GIS, CAD (preferred), and GPS data collection; and
- Math skills sufficient to calculate quantities, verify pay items, etc.; and
- Ability to professionally represent the District in meetings with co-workers, contractors, customers, vendors, regulators, etc.; and
- Sufficient environmental engineering experience that demonstrates knowledge of the design, construction, and operation of water distribution and water supply and treatment facilities and/or operations; or
- Any combination of education, experience and/or training that is determined to be equivalent to the stated minimum qualifications.
- Construction experience in water distribution and water supply and treatment systems is preferred.
- Ohio EPA Water Distribution or Supply, Class I or II preferred.

LICENSURE OR CERTIFICATION REQUIREMENTS:

- Valid Driver's License.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Personal computer, printers, fax machine, telephone, copier, and other standard business office equipment, motor vehicles, mobile devices, GPS units, chlorination/dichlorination equipment, video recorders, locating equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.) and water facilities, as well as highly chlorinated water used in disinfection, and has exposure to possible injury due to unclean or unsanitary conditions. Employee may also perform inspection of projects, surveying, utility locating, and other work outdoors in adverse conditions for extended periods of time. The position may require other duties, including assisting and or relieving other engineering personnel during absences. It may occasionally involve operation of hydrants and valves, installation of hydrant meters and pressure gages, and opening meter pits or vault lids. Medium work involves lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

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ESSENTIAL FUNCTIONS OF THE POSITION: (for purposes of 42 USC 12101)

- 40% Utility Inspection: Conducts on-site inspections of installations of new water mains and connections to insure compliance with the District's existing standards and construction documents; Prepares progress reports, prepares record drawings, verifies construction progress for pay requests; Meets with contractors/developers/coordinating utilities, state/county engineering departments to coordinate project schedules, resolve problems, communicate issues to customers and property owners.; Monitors and verifies pressure testing, disinfection and de-chlorination of new mains to ensure compliance with District regulations; Utilizes GIS, GPS and other technology to maximize efficiency and to record location of mains, hydrants and meters; Maintains easement files and draws meter as-builts.
- 40% Facilities Location: Serve as District representative to coordinate between OUPS and customers and contractors regarding locating requests for District facilities; Research District records and provide field and computer response to each OUPS locate request; Review and assess proposed County and State projects to determine conflicts with District facilities and manage necessary relocations; Oversee contractors working near District facilities and obtain new measurements when available, Prepare as-builts for new and existing infrastructure; Receive calls and locate requests for Indiana locates.
- 20% Backflow Prevention and Cross Connection Control Program Administration and GIS Administration: Executes the District's EPA approved Backflow Prevention and Cross-Connection Control Program; Assists with GIS updates, data requests, etc.
- Meets all job safety requirements and all applicable PERRP safety standards that pertain to essential functions.

OTHER DUTIES AND RESPONSIBILITIES:

- Demonstrates regular and predictable attendance.
- Performs other duties as required.

MINIMUM ACCEPTABLE CHARACTERISTICS:

- **Knowledge of:** basic accounting; budgeting; database management; drafting techniques; environmental engineering; hydraulics; surveying techniques; structural design principles; Capital Improvement Planning; safety practices and procedures; EPA laws and/or regulations; District goals and objectives; District policies and procedures; PERRP rules and regulations; water treatment plant operating procedures; water treatment regulations; utility construction, maintenance, and repair; water distribution systems construction, maintenance, and repair; water distribution principles and practices; use of ESRI Products and GPS Products: ArcGIS Pro, ArcGIS Desktop, ArcGIS Online, Collector app, Field Maps app, Survey 123, Workforce; Trimble R1 and R2 GPS data collection.
- **Skill in:** use of office, survey, utility locating, and leak detection equipment.

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- **Ability to:** interpret a variety of instructions in written, oral, picture or schedule form; deal with problems involving several variables within familiar context; define problems, collect data, establish facts, and draw valid conclusions; understand, interpret and apply laws, rules, or regulations to specific situations; calculate fractions, decimals and percentages; complete routine forms; prepare maps, charts, graphs, or plans; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; read blueprints; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; meet all job safety requirements and all applicable PERRP safety standards that pertain to essential functions; perform medium work.

POSITIONS DIRECTLY SUPERVISED:

- None.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed all the pages of my position description, and that I understand the contents.

(Employee Signature)

(Date)

(SWRWD Representative Signature)

(Date)