

JOB TITLE: **ASSISTANT ENGINEERING TECHNICIAN (DEVELOPMENT)**

RANGE: 8

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<b>DEPARTMENT:</b>	<b>SUPERVISED BY:</b>	<b>FLSA STATUS:</b>
Engineering	Planning & Development Program Manager	Non-Exempt

**JOB SUMMARY:**

The Assistant Engineering Technician performs a variety of fundamental and recurring tasks for commercial, industrial, and residential projects within the Development Program of the Engineering Department. The Assistant Engineering Technician performs customer service, project administration, data processing, and reporting functions and supports department engineers, project managers, and construction managers. Incumbents possess a general knowledge and understanding of the requirements and duties necessary to coordinate and review construction plan submittals for sanitary sewer infrastructure improvements related to development projects. This position reports to the Planning & Development Program Manager and receives direction and guidance from Senior Engineering Technicians.

**DISTINGUISHING FEATURES:**

This is the first level in a three-level job family within the Development section of the Engineering Department (Assistant Engineering Technician, Engineering Technician and Senior Engineering Technician). This position supports other program administration and Development technicians and requires excellent organizational skills, initiative, and the ability to carry out recurring assignments independently and consistently with generalized direction. The Assistant Engineering Technician must have the ability to effectively manage shifting priorities.

**MINIMUM QUALIFICATIONS:**

Any equivalent combination of education and experience that provides the knowledge, skills, and abilities to successfully perform the job. A typical way to obtain the knowledge, skills, and abilities would be:

**Demonstrated Knowledge and ability:**

- Proficiency in word processing, spreadsheet, and database programs.
- Ability to read and understand maps, construction drawings, and specifications, both paper copy and electronic format.
- Ability to apply mathematics to interpret data from record drawings, construction drawings, and maps.
- Excellent written and verbal communication skills.
- Ability to communicate technical information and processes to non-technical audiences.
- Ability to effectively communicate with the public, co-workers, and supervisors.
- Strong organizational skills.
- Ability to understand and follow directions, effectively adjust to changing priorities, problem solve, multi-task, and be decisive in taking action.
- Ability to maintain a professional and respectful working environment.
- Ability to pass pre-employment physical, including the ability to lift 40 pounds.
- Ability to work in the field in an active construction environment, if needed.

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- Exercise skill and diplomacy in establishing and maintaining professional and respectful working relationships.
- Be assertive and ask for clarifying information and instruction when necessary.
- Pass all required safety training classes, understand occupational hazards, apply related procedures, and take preventive actions necessary to safely perform the work.

**EDUCATION & EXPERIENCE:**

- High school diploma or equivalent.
- Two years of post-secondary education/training or relevant experience in civil engineering, construction, surveying, drafting, or a similar field preferred.

**WORKING CONDITIONS:**

Most of the time is spent working in a typical office environment. Requires strength and mobility for this setting, including occasional overhead lifting of stored records, prolonged sitting, and extensive use of computer. Corrected vision sufficient for use of computers and reading construction drawings and maps. Time will also be spent working in the field verifying information in and around active construction sites, which may occur during inclement weather conditions. Fieldwork requires the ability to drive District vehicles in a safe manner and may require occasional removal and replacement of manholes and other appurtenance covers.

**TYPICAL DUTIES & RESPONSIBILITIES:**

The duties listed below, while not all-inclusive, are characteristic of the type and level of work associated with this position. Individual positions may perform all, or some combination of the duties listed below, as well as other related duties. The District reserves the right to add, modify or remove duties as appropriate to meet business needs.

**Customer Service.** Typical tasks: Researches and responds to customer inquiries, both orally, over the phone, in person, and in writing, regarding the development process, service availability, side sewer permitting, tenant improvements, and other development engineering-related inquiries.

**Record Processing and Reporting.** Typical tasks: Maintains databases and spreadsheets for tracking and monitoring Developer Extension Agreements (DEA) and other development-related data. Creates and maintains standard documents and reports. Performs specialized record processing activities in organizing, maintaining, and updating permit and project files and plans.

**Development Administration.** Typical tasks: Coordinates and assists with all aspects of the development review process from initial point of contact through project acceptance. Explains Codes and processes and provides general information and forms. Performs fee calculations for development review and sanitary sewer connection permits. Communicates relevant information

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to internal departments, external agencies, and project representatives. Receives, logs, and tracks construction plan reviews and processes review comments. Researches a variety of issues and irregularities arising during the development review process. Issues side sewer permits, including data entry into multiple functional areas of the enterprise software and cash receipting. Performs detailed electronic plan and specification reviews using Bluebeam software.

**Project Management.** Typical tasks: Understand, plan, develop, and maintain tracking processes, correspondence, and design and construction review activities documentation for multiple development projects. Coordinate with other departments, agencies, utilities, and project representatives on issues related to projects and contract administration.

**RELATIONSHIP WITH OTHERS:**

The Assistant Engineering Technician has regular contact by telephone, video call, in person, and through written correspondence with the public, commercial and residential customers, contractors, developers, consultants, and employees of other District departments. The employee will also interact with representatives of other public agencies (state, local, and federal).

**SUPERVISION:**

**Exercised:** Not Applicable

**Received:** The Assistant Engineering Technician receives direction and support from all members of the Development Program. A Senior Engineering Technician provides lead worker support with general supervision provided by the Planning & Development Program Manager. Work is reviewed by the manager through various reports, review of permits, licenses, and plan review activity, occasional observations, and regular communication. The supervisor conducts a formal evaluation of the work at least annually through the performance appraisal process.

**SPECIAL REQUIREMENTS:**

- Possess and maintain a valid state-issued driver's license with good driving record.