

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

RANGE: 11

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DEPARTMENT:

Engineering

SUPERVISED BY:

Planning & Development Program Manager

FLSA STATUS:

Non-Exempt

JOB SUMMARY:

The Senior Engineering Technician (Development) is a journey level position that performs complete project development management and planning support for commercial, industrial, and residential projects within the Development Program of the Engineering Department. Incumbents use independent judgment relating to technical tasks and problems following and complying with District specifications and codes as they relate to the most complex assignments. Provides project management and tracking for developments and manages development documentation and communication for overall project administration. The position reports to and works under the general supervision of the Planning & Development Program Manager and provides lead worker support for section technicians.

DISTINGUISHING FEATURES:

This is the third 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 performs work and provides research and analysis on projects that are the most complex and non-routine in nature. Independent judgment is required in analyzing situations and making decisions and/or recommendations on selecting the most appropriate course of action. This fully experienced Engineering Technician follows the most challenging development and planning projects throughout their lifecycle, working with the District customers to meet all District requirements in a timely manner.

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:

- Knowledge and ability requirements of the Engineering Technician position.
- Proficiency in CAD, GIS, and Bluebeam preferred.
- Knowledge of principles and practices in all phases of the development cycle.
- Demonstrated ability to apply specifications, read and interpret engineering plans, draw as-builts, and maintain organized documents and files.
- Ability to effectively manage commercial, industrial, and residential customer projects.
- Ability to perform technical research on development engineering issues.
- Ability to understand and follow directions, effectively adjust to changing priorities, problem solve, and multi-task; be decisive in taking actions and making decisions.
- Ability to effectively communicate with the public, co-workers, supervisors, and subordinates both orally and in writing.

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- Ability to maintain a professional and respectful working environment.

EDUCATION & EXPERIENCE:

- Associate degree in civil engineering technology or similar field.
- Six years of experience in Civil Engineering Development or Capital projects. A four-year degree in a related field may substitute for two years of experience.
- One year of leading and supporting staff in Development or Capital engineering projects.

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. Field work 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: Responds to complex inquiries and issues from developers, engineers, businesses, and the general public regarding engineering projects. Provides customer service to the general public as needed.

Project Management. Typical tasks: Understand, plan, develop, and maintain tracking processes, correspondence, and design and construction review activities documentation for multiple development projects. Coordinates with other departments, agencies, and utilities on issues related to projects and contract administration. Ensures that consultants, contractors, utilities, and other organizations involved in projects meet specifications. Performs project scoping, scheduling, estimating, and management, as applicable. Reviews design plans and specifications for conformance to District standards for the most complex projects. Prepares, develops, and checks contract provisions and developer agreements. Schedules, attends, and leads pre-construction conferences and participates in progress meetings and other public meetings. Coordinates with District Construction Management regarding development project inspections and to ensure the contractor's timely submission of required warranties, guarantees, lien releases, operation manuals, and any other necessary documents required by contract or

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agreement. Participates in conferences and training sessions to learn new rules and changes in the codes. Utilizes computerized project management tracking systems and related programs in accomplishment of the work. May be assigned as the project manager for select District Capital Projects.

Development Review & Administration. Typical tasks: Full cycle project review and coordination on the most complex commercial, industrial, and residential development and planning projects. Reviews development construction plans for sanitary sewer to ensure compliance with District Codes and standards. Prepares reports with respect to proposed developments. Designs and coordinates sewer improvement projects under the oversight and direction of the District Development Program Manager. Collects and maintains research and data for engineering studies and reports by Engineering management. Directly coordinates issues with developers and engineers.

Reviews design plans and specifications for conformance to job requirements and District Code. Develops and checks, through a variety of computations and data, specialized contract provisions, design agreements and design calculations. Reviews project plans and archives data from projects. Performs more complex research activities in District and County records. Performs detailed electronic plan and specification reviews using Bluebeam software. Adds and edits existing data in a GIS database for development projects, as-builts, and sewer system infrastructure.

Reviews and coordinates documentation required in assigned Developer Extension Agreement projects. Monitors project completion and warranty work and interacts with developers during the process.

RELATIONSHIP WITH OTHERS:

The Senior Engineering Technician will have regular in person, telephone, video-call, and written contact with commercial and residential customers on projects assigned to them. In addition, they will have regular contact with other District staff, developers, contractors, other political subdivisions (County and City) or agencies, and the general public to request specific information and respond to inquiries and issues. Will regularly contact other staff within the department or District to discuss issues or assist in resolving problems. May provide limited review of others' work products.

SUPERVISION:

Exercised: Provide lead worker technical and quality assurance support to all technicians and their projects within the Development section of the Engineering Department. Supports Technicians on complex issue resolution and customer concerns.

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Received: Senior Engineering Technicians work under the general supervision of the Planning & Development Program Manager who assigns and reviews work through formal and informal meetings, review of reports and other documentation, or discussion of problems as they occur. Technicians in this class work with a high degree of independence. Completed work is reviewed as needed for accuracy, adherence to deadlines, and conformance to District Code, policies, and procedures.

SPECIAL REQUIREMENTS:

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