



## ENGINEERING TECHNICIAN I/II

Job Status: Non-Exempt  
Date Adopted: 10-2001  
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.*

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### DEFINITION

Under 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

**Engineering Technician I** is the entry level in the Engineering Technician series. At this level, incumbents learn and perform a limited range of the less complex or specialized work tasks, under close supervision, with less latitude for independent action.

**Engineering Technician II** is the experienced, journey-level in the Engineering Technician series. At this level, incumbents perform the full range of tasks common to the classification series, under less supervision, while exercising discretion and independent judgement within established guidelines.

Positions in the Engineering Technician series differ 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 Environmental Services Supervisor and/or the Deputy Director of Engineering.

Technical or functional work direction may occasionally be provided from 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.

## **Engineering Technician I/II**

### ***Essential Functions (continued):***

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. Researches 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 requests; 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:**

- I. Performs 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.

## Engineering Technician I/II

### 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:*

<b>Job Title</b>	<b>Engineering Technician I</b>	<b>Engineering Technician II</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• One (1) year experience in engineering, including drafting and/or plan checking, preferably for a water facility or engineering.</li> </ul>	<ul style="list-style-type: none"> <li>• Two years (2) of experience in engineering, including drafting and/or plan checking, preferably for a water facility or engineering.</li> </ul>
<b>Education/Training</b>	<ul style="list-style-type: none"> <li>• Equivalent to a High School Diploma supplemented by engineering or drafting courses.</li> </ul>	
<b>Required License/Certification</b>		<ul style="list-style-type: none"> <li>• Possession of, or the ability to obtain within one (1) year of appointment, a valid D1.</li> </ul>
<b>Desirable Degree/License/Certification</b>	<ul style="list-style-type: none"> <li>• Valid D1.</li> <li>• Bachelor's degree in Civil Engineering, Mechanical Engineering, or a related field.</li> <li>• CWEA, Collection System Maintenance Certificate, Grade I.</li> </ul>	<ul style="list-style-type: none"> <li>• Valid D2.</li> <li>• Bachelor's degree in Civil Engineering, Mechanical Engineering, or a related field.</li> <li>• CWEA, Collection System Maintenance Certificate, Grade I.</li> </ul>
<b>DMV Class</b>	<ul style="list-style-type: none"> <li>• Possession of a valid California Class C driver's license and a satisfactory driving record.</li> </ul>	

## **Engineering Technician I/II**

### **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:**

Incumbent usually works under typical office conditions where the noise level is generally quiet; may regularly be required to work in special no light or low-light area.

#### **Physical:**

Incumbent is regularly required to walk, stand and sit; talk and hear both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The incumbent is regularly required to lift objects weighing up to 10 pounds and occasionally up to 50 pounds.

#### **Mental:**

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; perform highly detailed work; work under deadlines with constant interruptions; perform multiple, concurrent tasks; interact with District staff and other organizations; and interact with dissatisfied or quarrelsome individuals.

#### **Vision:**

Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

#### **Hearing:**

Hear in normal audio range with or without correction.