

**TITLE: ENGINEERING TECHNICIAN (Plan Review)**  
**STATUS: Non-Union/FLSA Non-Exempt**  
**GRADE: 14**

**JOB SUMMARY:**

Responsible for assisting in the review and approval of plans for developer water and sewer extension agreements and District public works projects; processing water meter and side sewer connection permits; preparing availability letters and calculating connection charges; assists engineers and other Planning and Development (PDS) staff by performing a variety of basic technical engineering functions.

**REPORTING RELATIONSHIPS:**

This position reports to the Development Engineer and does not supervise other positions.

**ESSENTIAL DUTIES** include the following:

- Reviews water and sewer plans submitted by developers and consulting engineers for compliance with District standards; receives sketches, layouts, specifications and base sheets from engineers, developers, and/or consulting engineers; determines inspection fees and bonding requirements for development projects;
- Provides internal and external excellent customer service by responding to inquiries from staff, contractors, engineers, developers and homeowners for information and technical assistance with feasibility of water and sewer installations in proposed developments; researches and provides information regarding existing water and sewer facilities;
- Researches and consolidates information for requests from county or city government on proposed developments and projects within the District service area; applies for and tracks progress of state, city, and county permits and agency approvals as required;
- Computes water and sewer connection charges for properties requesting sewer and water service; itemizes fees and charges required by District resolutions;
- Prepares and reviews water meter applications, side sewer permit requests, ensures accuracy and correct legal description, resolves problems and inconsistencies;
- Prepares water and sewer availability request letters, providing input on utility extensions, and connection charges for review by supervisor; assists with liens by locating property and researching District and County records; tracks meters sold; researches and calculates water and sewer connection charges in local benefit charges for properties;
- Assists with the maintenance of the District's scale maps showing the water distribution system, sewage collection system and related information;
- Assists with punch list inspections and closeout paperwork on construction projects; reviews and maintains as-built engineering drawings; assists with addition of new sewer lines, water lines, boundaries, roads and plats to District's maps;
- Performs a variety of basic technical work in support of department programs including planning, capital project design, construction management; assists with special engineering projects as assigned; performs studies and data collection for projects in the field; reviews, compiles and analyzes data; assists with the inspection of project sites to collect data and verify compliance to District standards; performs site visits when necessary and as approved; and
- Performs other duties as required or assigned.

## **MINIMUM QUALIFICATIONS:**

### **Knowledge of:**

- Civil engineering principles and practices of design, drafting and surveying for engineering and construction of sewer and water system installations
- Permit application processes, and regulations regarding right-of-way permits and approval of plans for extension of water and sewer systems and public works projects;
- Using computers and applicable software related to engineering activities;
- Occupational safety and health rules and regulations;
- Modern office practices, procedures and equipment including recordkeeping and filing; and
- Customer service practices and etiquette.

### **Skill in:**

- Using computers and related applicable software;
- Using office equipment such as calculators, telephones, and copiers;
- Reading, understanding, developing, manipulating, and analyzing plans, specifications, schematics and other technical information in a variety of data formats; Understanding, interpreting, and applying standards, policies, procedures, federal and state regulations, and safety standards governing construction projects;
- Performing computations;
- Assess, organize and prioritize multiple tasks, projects and demands; and
- Communication, both written and oral, and interpersonal skills as applied to interaction with coworkers, supervisors, the general public, etc. sufficient to exchange or convey information and to receive work direction.

### **Experience/Education:**

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be an Associate's Degree in civil engineering, engineering technology, construction management or a related field and three years of progressively responsible related experience.

### **WORKING CONDITIONS:**

Duties are primarily performed in an office environment while sitting at a desk, drafting table, or computer terminal but may also require travel to meetings and field inspections of construction projects. When in the field, the employee may be exposed to adverse weather conditions, automobile traffic, and construction hazards. Duties require visual inspection of construction drawings and projects.

### **PHYSICAL REQUIREMENTS:**

This position typically requires stooping, kneeling, crouching, crawling, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking, hearing, reaching, standing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including the human body. Sedentary work involves sitting most of the time.

*This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.*