



OJAI VALLEY SANITARY DISTRICT ENGINEERING TECH I

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

SALARY RANGE: 114

FLSA STATUS: Non-Exempt

JOB SUMMARY

The Engineering Tech I performs a variety of technical project management tasks, engineering, and administrative tasks with some independence, assists with the implementation and enforcement of the district's rules & regulations, and conducts activities relating to the District's Capital Improvement Plan (CIP). A high level of customer service awareness is essential to the successful performance of the duties of this position.

SUPERVISION RECEIVED OR EXERCISED

This position is not responsible for supervision of other employees.

This position is supervised by the Information Technology Manager, General Manager, or other managerial staff.

DISTINGUISHING CHARACTERISTICS

The Engineering Tech I is the entry-level classification in the administrative technology series. Employees within this classification are expected to assist in information technology tasks and have minimal discretion in completing tasks independently. Engineering Tech I is distinguished from Engineering II by the degree of independence exercised and the level of responsibility assigned to the position. This position does not perform clerical office functions. The Engineering Technician I completes duties under direct supervision of higher-level personnel.

WORKING HOURS

Normal working hours are 8:00 a.m. to 5:00 p.m., five days a week. Position may require some overtime.

DUTIES AND RESPONSIBILITIES

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Functions

1. Performs a variety of sub-professional and complex information technology and technical office duties in support of the district's customer service activities, operational functions, contracting and CIP projects.

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2. Assists with enforcement activities.
3. Assists in Maintains district software programs and applications and provides training to district staff on use of software programs and applications.
4. Utilizes and assists in maintaining GIS software and district website to support district operations.
5. Provide technical information and assistance to management staff regarding assigned functions; assist in the formulation and development of policies, procedures, and programs.
6. Prepare and maintain a variety of narrative and statistical reports, records and files related to duties and assigned activities.
7. Communicate with other staff, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information.

Non-Essential Job Functions

1. Works with plumbers, contractors, realtors, property owners, and agents to inform, educate, and respond to questions regarding District regulations, standards, permits, compliance, and required inspections and certifications.
2. Assists in maintaining the district website.
3. Assist with Mobile MMS maintenance and updates for work order tracking.
4. Assists management staff with long range planning of district functions, including the acquisition of goods and services.
5. Assists with phone and counter support; answers questions and provides technical information and assistance to contractors, developers, engineers, and the general public.
6. Performs related duties as required.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- District policies, procedures, and ordinances.
- Operation, materials, and methods of sewage collection, treatment, and construction.
- Methods and techniques of researching, compiling, interpreting, and presenting statistics and data.
- Computer applications related to work.
- Pertinent local, State, and Federal laws, rules, and regulations.
- Safe work practices.

Ability to:

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Analyze technical data and/or reports and exercise sound judgment.
- Practice effective organizational & time management skills to meet changing priorities & deadlines.
- Effectively & efficiently track multiple project schedules simultaneously.

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- Manage multiple projects with competing and overlapping deadlines.

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

Education

- Education equivalent to completion of twelfth grade or equivalent experience.
- Preferred College level course work in engineering, drafting, mathematics, computer science and other related courses.

Experience

- Two (2) years of experience in a public agency, preferably in wastewater collection and/or the water treatment.

Licenses or Certifications

- A valid Class C California Driver's license with a driving record acceptable to the district's insurance carrier.

WORK ENVIRONMENT

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is performed indoors and, in the field, sometimes in severe weather.
- The noise level is moderate.
- Exposure to moderate heat.
- Exposure to hazardous materials, blood and water-borne pathogens.
- Exposure to chemicals, gases, fumes, and odors.
- Exposure to traffic hazards.
- Operates equipment and tools.

ESSENTIAL PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

- Stand, walk, and sit for extended periods of time.
- Bend and climb.
- Push or pull equipment and materials.
- Hear and speak both in person and on the telephone.
- Use hands and fingers to operate office equipment, including computers.
- Use hands and fingers to operate tools and equipment.
- See well enough to perform daily duties, read documents, and operate equipment.
- Lift and move up to 25 pounds.

Updated Sept 2024