CLASS SPECIFICATION

ENGINEERING TECHNICIAN

DEFINITION

Under supervision, performs plan review and a variety of technical engineering support assignments for the Washoe County Department of Water Resources; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

An Associates degree in Civil Engineering, Construction Engineering, or a closely related field and one year of full-time experience performing engineering technician work in water utility plan review and inspection, surveying/drafting, or water utility construction; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver’s license is required at the time of appointment.

SUPERVISION EXERCISED

NA

EXAMPLES OF DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Review tenant improvement plans for commercial and industrial projects; determine water rights; calculate water and sewer connection fees; and coordinate with developers and engineers.

Review and approve building permits for single family residences.

Review landscape and irrigation plans; calculate water right dedication requirements.

Conduct preliminary civil improvement plan review for potable and reclaimed water and sewer infrastructure.

Answer public inquiries on a variety of topics related to drinking water and wastewater.

Provide review for fire sprinkler plans for backflow compliance.

Coordinate shut down test for reclaimed and potable water systems to insure no cross connection exists.

Maintains and updates development project data base.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:
Licenses, permits and plans processed within the department.

Basic engineering mathematics including addition, subtraction, multiplication, and division.

Basic engineering principles.

Modern office practices, methods, and computer equipment.
Methods and techniques of record keeping.

English usage, spelling, vocabulary, grammar, and punctuation.

**Ability to:**
Respond to requests and inquiries from the public and County personnel related to the policies and procedures.

Complete multiple concurrent projects and manage priorities and tasks.

Review documents for accuracy and completeness.

Read and interpret plans, specifications, legal descriptions, and drawings.

Read, interpret and apply regulations, policies, and procedures.

Compile and analyze data.

Communicate effectively, both orally and in writing.

Maintain effective working relationships with staff, the public, and representatives of other departments.

Read and comprehend legal property descriptions.

**SPECIAL REQUIREMENTS**
*Essential duties require the following physical skills and work environment.*

Ability to sit for extended periods. Ability to frequently stand, walk, stoop, crouch, and kneel. Ability to lift and move objects weighing up to 60 lbs. Ability to use hand tools, office, and other equipment. Ability to work under conditions involving exposure to electrical energy, gas, paint, and chemicals. Ability to work outside in a variety of weather conditions.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*

Approved _____ WERCCS Job Evaluation Committee ______________ Date __October, 2007__