



7500 Schmidt Lane
El Cerrito, CA 94530
(510) 524-4668

Approved By: District Manager
Date: 8/23/2018

JOB DESCRIPTION

ENGINEERING TECHNICIAN/INSPECTOR

DEFINITION

Under general supervision of the Engineer, the Engineering Technician/Inspector will perform duties that include ongoing field inspection of the District maintained sanitary sewer collection system, plan check & review, and general public relations. The position will also perform a variety of technical office and field engineering work and other related duties as required. The position requires a valid Class C California Driver's License.

SUPERVISION EXERCISED

The position carries no supervisory responsibilities in accordance with the District's policies, procedures, and applicable laws.

IMPORTANT AND ESSENTIAL DUTIES

- Perform inspections on private and public sewer facility construction projects to ensure that all new construction complies with District standards.
- Manage daily field operations for District Capital Improvement Projects, including construction inspection, record keeping, public noticing and answering Contractor questions as the liaison to the District.
- Maintain written records, drawings and photographs of all inspections. Drawings shall be drafted into CAD (computer aided design) files.
- Review design plans and profiles on AutoCAD for annual Capital Improvement Projects.
- Perform plan check review for residential and commercial projects.
- Perform code enforcement duties against residents and Contractors who violate District ordinances.
- Understand and interpret sewer system maps.
- Ascend/descend steep, uneven and narrow surfaces and continuously move and positioning self in and around sewer systems.
- Work within District safety guidelines.
- Mark locations of underground sewer systems as related to underground service alert notifications as assigned.

OTHER JOB RELATED DUTIES

- Respond to questions from the public.
- Establish positive working relationships with the District management, staff, other agencies and the public.
- Observe manhole covers for overflow, rattling and odor conditions while driving to and from work assignments.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Safe work practices, occupational hazards and standard safety procedures.
- Operating characteristics of tools and equipment used in collection system maintenance and repair.
- Methods, principles, practices and materials used in collection system maintenance and repair.
- A rudimentary knowledge of computer programs including word processing, spreadsheets and databases.
- Basic ability to draft simple civil field inspection drawings on AutoCAD.

Skill to:

- Operate a motor vehicle safely.
- Use a desktop computer running on the Windows operating system, and a basic set of programs.
- Use AutoCAD to draft basic civil field drawings.
- Understand a set of Construction specifications/plans or construction standards and enforce them in the field diligently.

- Understand and interpret a set of construction plans and sanitary sewer network map.
- Be familiar with constructions means and methods as it pertains to sanitary sewer systems.
- Behave professionally, communicate clearly and inspect thoroughly when dealing with contractors and local residents.

Ability to:

- Perform heavy manual labor; ascend/descend fences, and move hoses uphill and downhill.
- Continually traverse long, steep and unpaved terrain, especially in remote sewer easements. Climbing, continuous walking, bending, crouching and kneeling is required for inspection duty.
- Meticulously document inspections in multiple formats and enforce construction standards.
- Deal tactfully with the public and others in providing information, answering questions and providing customer service.
- Understand and interpret street maps.
- Review, understand, and follow posted work rules and procedures; understand and follow written and verbal instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

EXPERIENCE: Two (2) years of total experience performing inspection of public works related projects, preferably in sewage collection system, and/or performing construction related work at the level of a construction foreman or supervisor whose main role is to ensure quality of the work.

Education: High School diploma or equivalent.

Licenses and Certifications: Valid California class "C" drivers license and compliance with Stege driving standards. Continued maintenance of the valid Class C California Driver’s License, compliance with established District vehicle operation standards and the ability to be insured for the operation of a vehicle / District vehicle in accordance with the terms and conditions of the District’s insurance program, are conditions of continuing employment.

PHYSICAL DEMANDS / WORK ENVIRONMENT

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to move about, position self at varying heights, and remain stationary in office and field; operate and use equipment; ascend/descend ladders; observe and detect conditions; communicate and exchange information; stand on paved streets or inclines, sit, walk, squat, reach, and twist; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and talk or hear. The employee must occasionally move and position objects, such as manhole covers, weighing up to 150 pounds. Incumbents must ascend/descend ladders and work at heights. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

Additionally, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to confined spaces; fumes and airborne pathogens; toxic or caustic chemicals; extreme cold; extreme heat; and risk of electrical shock or mechanical hazards. Employees in this classification may perform duties that involve a potential risk of exposure to blood borne pathogens. In addition, employees use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment and work in heavy traffic conditions. The noise level in the work environment is usually loud.