JOB DESCRIPTION

TITLE: Engineering Aide III  SECTION: 21 Water Resources

DEPARTMENT: Engineering  SRN: 25

REPORTING RELATIONSHIP:

Reports to: Water Quality Specialist

Supervises the following: N/A

DEFINITION: Under general direction, performs technical engineering work related to gathering and summarizing water resources data in the fields of irrigation, domestic water, sanitation and stormwater.

ESSENTIAL FUNCTIONS:

1. Perform field work related to water resources including water quality monitoring, stream flow estimates, water level determinations and water resources investigations.

2. Input water resources data into district databases.

3. Respond to customer water quality concerns and summarize field inspections for water resources personnel.

4. Collect data for water quality and water supply evaluations performed by district personnel.

5. Summarize data used to prepare reports related to water resources including well recordation notices, drainage monitoring, water level monitoring and state well number assignments.

6. Prepare letters in response to public requests for general water resources information.

MINIMUM QUALIFICATIONS:

License or Certificate: Valid Vehicle Operator’s License issued by the state Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.
MINIMUM QUALIFICATIONS (Cont.):

Experience: Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way would be to have two years of experience as an engineering aide II working with water quality, laboratory and regulatory issues in an irrigation, domestic water, sanitation and stormwater or similar environment.

Education: Typically, the successful candidate will have completed college level coursework in biology, chemistry, engineering or environmental science.

Knowledge of:
- District rules and regulations.
- Location of district facilities
- Methods of collecting, preserving and documenting water quality samples.
- Methods of stream flow measurements and water level monitoring.
- Computer program concepts, spreadsheets and databases as they relate to data entry.
- Processes involved with irrigation, domestic water, sanitation and stormwater services.
- Principles of chemistry and chemical safety related to water quality sampling.

Abilities:
- Make accurate mathematical calculations.
- Follow written and oral instructions and directions.
- Understand technical water quality and water supply data.
- Record water quality and water supply data from multiple sources.
- Work cooperatively with others.
- Communicate effectively verbally and in writing.

PHYSICAL REQUIREMENTS:

1. Drives district vehicle to job sites including over rough terrain.
2. Will work in extreme weather conditions and contaminated water.
3. May work shifts with variable working periods.
4. Uses telephone and two-way radio to communicate.
5. Uses personal computer, keyboard, mouse and monitor for long periods.
6. Lift and carry objects weighing up to 75 pounds over rough terrain.

See Human Resources for physical assessment form.