JOB DESCRIPTION

Coachella Valley Water District Date: August 2014

TITLE: ENGINEERING TECHNICIAN II

SECTION: Technical Services

DEPARTMENT: ENGINEERING

SRN: A33

REPORTING RELATIONSHIP:

Reports to: Technical Services Supervisor

Supervises the following positions: Not Applicable

DEFINITION: Under minimum supervision, uses computer aided drafting (CAD) or manual drafting techniques to prepare, organize, and take responsibility for construction drawings, presentations, mapping assignments, and other related duties.

ESSENTIAL FUNCTIONS:

1. Uses Computer Aided Drafting (CAD) and manual drafting for the preparation of construction drawings, technical details, plat sheets, graphs, charts, and other related graphics.

2. Coordinates, updates, tracks, and prepares records for drawings, plat sheets, construction drawings, and other related projects.

3. Coordinates and assists others in the preparation of exhibits and related maps for CVWD Board meetings, study sessions, and other presentations.

4. Communicates effectively, both verbally and in writing and works well with others.

5. Operates various printing and scanning machines.

6. Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

Experience: A minimum five years drafting experience including three years of computer aided drafting (CAD) or any combination of training which would likely provide the required knowledge and abilities is qualifying.
MINIMUM QUALIFICATIONS (Cont.):

Knowledge of:
- Civil engineering principles and techniques.
- Civil Engineering drafting techniques using AUTOCAD and CIVIL 3D.
- Computer principles and advanced drafting systems.
- Thorough understanding of domestic water and sewer pipeline facilities improvement drawings.

Abilities:
- Perform complex design and drafting assignments under minimal supervision.
- Work with CVWD Engineers regarding design, drafting standards and design documentation.
- Understand, adhere, maintain and make recommendations to CVWD drafting manual.
- Prepare variations of design.
- Complete project responsibilities within scope, budget, and schedule.
- Read and interpret drawings and specifications.
- Apply critical thinking and multi-tasking skills in the organization and prioritization of work according to scheduled deadlines.
- Proficient in preparing design plans and addressing revisions.
- Quality assurance and Quality Control
- Perform college level algebra, geometry or trigonometry
- Interpret and enforce CVWD drawing standards.
- Use computers and related software including computer-aided drafting, Microsoft Office, and ArcMap.
- Communicate effectively both verbally and in writing to exchange or convey information as well as receive work direction.
- Willingness to work on a wide variety of CVWD projects.
- Follow written and oral directions.

Education: High school diploma or equivalent. Associates degree in Engineering or Engineering Technology with emphasis on computer aided drafting and/or civil engineering or related field preferred.

PHYSICAL REQUIREMENTS:

1. Drives CVWD vehicle.

2. Uses telephone and two-way radio to communicate.

See Human Resources for physical assessment form.