JOB DESCRIPTION

Coachella Valley Water District

TITLE: ENGINEERING TECHNICIAN I-PLAN CHECKER
SECTION: Technical Services

DEPARTMENT: ENGINEERING
SRN: A29

REPORTING RELATIONSHIP:

Reports to: Technical Services Supervisor

Supervises the following positions: Not Applicable

DEFINITION: Under direct supervision, responsible for basic planning, design, engineering calculations and drawing/specification review related to limited tasks for a varying scope of domestic water, sanitation and irrigation/drainage projects.

ESSENTIAL FUNCTIONS:

1. Provide support services to Engineers and/or Engineering Managers for activities including planning, design, engineering calculations, drawing/specification review and construction.

2. Coordinate review of developer-sponsored domestic water, sanitation and irrigation/drainage facility drawings/specifications with Engineering, Development Services, Inspection, Operations and other Coachella Valley Water District (CVWD) departments and outside agencies.

3. Review and provides comment on domestic water, sanitation, and irrigation/drainage facility drawings/specifications to ensure compliance with CVWD standards.

4. Perform basic calculations including slope and pipe deflections.

5. Coordinate inclusion of proper easement and right-of-way requirements for domestic water, sanitation and irrigation/drainage projects with the Right-Of-Way Division and Development Services.

6. Coordinate with Water Management to ensure landscape plans include and depict CVWD domestic water, sanitation and irrigation/drainage facilities correctly.

7. Support project activities including contact with the Inspection Division and contractors, field observation and monitoring of project schedules.

8. Gather and correlate basic engineering data and process and interpret data.

9. Support engineering staff in the maintenance of files, records, drawings, specifications, reports, budgets and other data related to engineering projects.

10. 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: Any combination of engineering drafting or technical experience which would likely provide the required knowledge and abilities.

Knowledge of:
- CVWD drawing standards and specifications.
- Local ordinances and policies.
- Applicable codes, laws, and regulations.
- Basic engineering and construction practices.

Abilities:
- Read and interpret drawings and specifications.
- Organize and coordinate plans and comments from CVWD staff.
- Apply critical thinking and multi-tasking skills in the organization and prioritization of work according to scheduled deadlines.
- Ability to perform college level algebra, geometry or trigonometry
- Interpret and enforce CVWD drawing standards.
- Use computers and related software including proficiency in Microsoft Office.
- Communicate effectively both verbally and in writing to exchange or convey information and to receive work direction.
- Follow written and oral directions.

Education: High school diploma or equivalent. Associates Degree in Engineering or Engineering Technology, Business or related field preferred.

PHYSICAL REQUIREMENTS:

1. Drives CVWD vehicle to job sites including over rough terrain.

2. May work in extreme weather conditions including heat and rain.

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

See Human Resources for physical assessment form.