

ENGINEERING TECHNICIAN

Grade 18
FLSA Status- Non-Exempt

GENERAL DEFINITION OF WORK:

Under supervision of the Director of Engineering performs responsible administrative and technical work involving facilitation of developer and CIP projects; maintains project tracking database, coordinates final inspections, maintains technical library, performs related work as required.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

- Reviews development plans and plats; enforcing various codes and ordinances; initiates actions to correct deviations or violations; conduct site visits/inspections violations and generates follow-up correspondence and recommendations on projects; provides technical assistance to staff, citizens, property owners, land developers, design professionals and the general public.
- Prepares and completes various forms, permit reports, fact sheet and tracking documents.
- Performs technical review of development plans and construction drawings and enforcement of applicable codes/ordinances.
- Assisting with Project Management
- Provides the public with information on availability and capacity of the Service Authority's water and sewer systems.
- Assists with inspection services, development and maintenance of design standards, development and implementation of the Authority AutoCAD work and developing long range utility improvements.
- Plots global positioning system (GPS) points for water meters, manholes, fire hydrants and valves on specific sites.
- Administers an efficient system of engineering and developer services record keeping.
- Develops a comprehensive inventory of products acceptable for use in the Service Authority's Utility Standards Manual (USM).
- Reviews and comments on hydraulic analyses of development projects.
- Confers with contractors, design firms, Authority inspectors, and other staff as required.
- Confers with regulatory officials as necessary (Virginia Department of Transportation (VDOT), Department of Environmental Quality (DEQ), Virginia Department of Health (VDH), and Fauquier County Community Development).
- Manages response and investigation activity relating to all related department complaints.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to follow detailed work procedures; knowledge of basic water and sewer facilities design; ability to apply design and construction criteria of the Authority, Virginia Department of Health and Fauquier County; read and understand engineering and architectural plans, maps and records; conduct technical surveys; assemble and analyze data; prepare basic technical reports; utilize AutoCAD for construction drawings and GIS mapping; communicate effectively, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; ability to establish and maintain effective relationships with the public, customers, co-workers and supervisors.

EDUCATION AND EXPERIENCE:

Associates Degree in Civil Engineering or related field.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 20 pounds of force occasionally, and negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of spoken word; hearing is required to receive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ADDITIONAL REQUIREMENTS:

Possession of a valid driver's license and good driving record. Must pass a pre-employment drug and alcohol screening.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.