



# MARIN MUNICIPAL WATER DISTRICT

## ENGINEERING TECHNICIAN SUPERVISOR-DEVELOPMENT SERVICES

### DEFINITION

Under direction, supervises and participates in subprofessional engineering field and office work and to do related work as required.

### DISTINGUISHING CHARACTERISTICS

This classification combines supervision and coordination of a specific work unit with individual responsibility for handling the more difficult and complex work assignments. Incumbents are expected to handle the planning and scheduling of workload, and prepare written performance evaluations. In addition, they may prepare and monitor a budget for the work unit.

### EXAMPLES OF DUTIES

Typical duties may include but are not limited to the following:

- Plans, assigns, supervises, and reviews the work of a subprofessional engineering staff engaged in the full range of new business activities including representing the District to a wide variety of agencies and the public requesting annexation of territory, extension, relocation, or abandonment of water supply and distribution facilities, and installation of public and private fire protection facilities.
- Receives and processes pipeline extension applications and prepares agreements.
- Makes field investigations to determine facility requirements.
- Prepares cost estimates and correspondence for pipeline extensions and fire hydrant/fireline and service installations.
- Reviews invoices for all New Business reimbursable projects to insure accuracy prior to final billing.
- Annually reviews service installation costs and proposes fee and charge revisions as necessary.
- Responds to requests for new service received by mail, email, telephone and walk-in customers.
- Processes variances to District code involving the facility requirements to provide new service.
- Under the direction of a P.E., designs required facilities including hydrants, firelines, and services, and assists with the design of pipeline extensions and relocations.

- Prepares contract drawings after completing layouts and amassing necessary information.
- Performs basic administration of subdivision projects.
- Engages in extensive interaction with the public and local planning agencies, and serves as a point of contact for local fire agencies.
- Presents pipeline extension projects and variance requests to the Board of Directors for their consideration.
- Determines limits of easements that an applicant will be required to provide to accommodate the installation of new water facilities.
- Provides information to contractors and the public regarding pipeline extensions, availability of water service, and related subjects.
- Conducts cross divisional staff discussions on potential new development projects;
- Monitors progress of the installation of services and mains in accordance with written agreements and initiates follow-up action, where necessary.
- Enforces District hydrant meter, water theft and unauthorized use policies.
- Maintains section records.
- Reviews completed work of subordinates for compliance with established procedures, accuracy, and proper grammar, makes corrections as necessary.
- Evaluates operations and activities related to new service and other section activities; recommends improvements and modifications and develops policies and procedures as appropriate.
- Ensures that safe working conditions are maintained.
- Prepares periodic informational reports for District use.
- Operates a PC to input and retrieve data.
- Prepares correspondence regarding availability and location of water facilities.
- Performs flow testing of fire hydrants.
- Trains and evaluates the work of subordinates.

### **QUALIFICATIONS FOR EMPLOYMENT**

Knowledge of:

- Principles and concepts employed in a wide variety of difficult and complex subprofessional field and office engineering work.
- Principles and uses of algebra, geometry, and trigonometry.
- Practices, techniques and instruments used in drafting work.
- Hardware and software technology used in providing technical engineering services.
- Applicable District policies and procedures involved with pipeline extensions.
- Principles of cost estimation.
- Construction practices and materials.

- Supervision and training techniques.
- Proper spelling, grammar, punctuation and writing practices.

Ability to:

- Supervise and train personnel.
- Perform difficult, complex and responsible field or office subprofessional engineering work.
- Perform drafting and sketching work;
- Interpret, apply, and explain District policies and procedures to a variety of persons, including the general public, contractors, other District staff, and representatives of other public agencies.
- Analyze situations accurately and adopt an effective course of action;
- Understand and carry out written and oral instructions;
- Establish and maintain positive working relationships with co-workers, other District employees, and the public using principles of good customer service;
- Prepare clear and concise records, reports and correspondence;
- Depending upon job assignment, drive a vehicle; and
- Travel to alternative work locations and off-site meetings.

Training and Experience: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- Graduation from an accredited college with an associate degree and coursework in any of the following areas: drafting, engineering studies, construction management, water distribution, plumbing and pipe fitting, geographic information systems, or other closely related field; and,
- Four years of increasingly responsible subprofessional engineering, drafting, or construction experience, or other related field, at least two of which must have included planning and scheduling the work of others in a supervisory or lead role.
  - Or
- Completion of the twelfth grade or its equivalent; and,
- Five years of increasingly responsible subprofessional engineering, drafting, or construction experience, or other related field, at least two of which must have included planning and scheduling the work of others in a supervisory or lead role.

### **OTHER REQUIREMENTS**

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 “all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.”
- Work overtime as required.

### **LICENSES AND/OR CERTIFICATIONS**

- Possession of or the ability to obtain an appropriate California driver’s license issued by the State Department of Motor Vehicles and satisfactory driving record.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

During the course of performing job duties the employee will need the mobility to work in a standard office setting, operate equipment, which may include office and/or field equipment, or specialized instruments or tools requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. While working in the field the employee may walk on uneven or un-level ground surfaces such as hills, slopes, ditches or trenches, on or in tanks, and may work at heights up to ten to twelve feet climbing ladders or stairs. The employee is occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials and other packages or equipment weighing up to 10 to 25 pounds. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a computer screen.

The noise level in the work environment is quiet to moderate noise. The employee is exposed to outdoor temperature, humidity, wetness and dust. The position may require the ability to work overtime and weekends as needed.

Employees who drive on District business to carry out job-related duties must possess a California driver’s license for the class of vehicle driven and meet automobile insurability requirements of the District including review of a recent DMV history. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

*To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.*

Established: April 2003  
Revised: July 2011  
Approved by: Human Resources Manager