

Urbandale Water Utility

Job Description

Job Title: Engineering Technician

Department: Administration

Supervisor: Distribution Manager

Date: June 2024

Type: Full Time

Salary: \$67,687 - \$101,524 annually

Summary Description:

Reports to and performs duties as assigned by the Distribution Manager. Must possess a good understanding of civil engineering principles as it relates to water infrastructure. Should be able to grow and develop in their knowledge of distribution system design and plan review, water modeling as it relates to the Utility's assets, and GIS and Inframap related analysis and updating. Assist on inspection and construction projects as they relate to water infrastructure. The successful candidate should have effective communication skills with contractors, customers, and staff.

Routine Job Duties/Responsibilities:

- Prepares and reviews plans, specifications, and contract documents for the Water Utility's projects
- Gathers data for engineering projects from field investigations
- Performs construction duties related to the Water Utility's projects, analyzing problems and presenting viable solutions
- Assists with the review of construction plans for distribution system infrastructure to ensure compliance with the Utility's adopted design standards
- Responds to the general public inquiries regarding the Utility's records and projects
- Updates and utilizes Geographic Information Systems (GIS) and other resources to perform analysis of engineering-related data. Maintains and updates the water distribution GIS modeling
- Maintains electronic and physical files of engineering information
- Establishes and maintains effective working relationships with supervisors, co-workers and other Utility employees
- Aids the Utility's leak detection program in coordinating, maintaining records, and performing field duties as it relates to leak detection

Periodic Job Duties/Responsibilities:

- Assists with construction observations to ensure water main construction projects are completed in accordance with standard or project specifications
- Maintains a daily diary of construction project observations
- Obtains measurements and assists in recording such information using traditional GPS and GIS media for valves, hydrants, curb valves and other water distribution system appurtenances
- Assists with the coordination of testing of water mains including flushing, chlorination, de-chlorination and sampling for bacteria testing
- Operates various vehicles and other equipment in a safe manner
- Attends continuing education classes, safety meetings and follows all Utility and department safety policies and procedures

- Imports, exports, and converts data from various formats and sources for use in GIS and related systems such as Inframap, InfoWater, or MicroStation
- Performs additional duties as required to maintain effective and efficient operations of the Utility

Education/Experience:

- High School graduate or equivalent. Courses in Engineering or GIS preferred
- Two years of municipal water or GIS experience preferred
- Associate's Degree or technical certificate in GIS, engineering, or a related field preferred

Skills:

- Proficiency with PC's and computer software and applications, including Microsoft Outlook, Word, Excel, Power Point and Adobe Acrobat.
- Knowledge of Computer Aided Drafting (CAD) drafting methods
- Knowledge of Geographic Information Systems (GIS) technology
- Knowledge of the principles and practices of drafting and mapping
- Ability to create neat and accurate drawings and field notes
- Preference may be given for experience in ArcGIS and Inframap
- Knowledge of local, state and federal regulations concerning the design and construction of utility projects
- Accurate mathematical skills
- Effective oral and written communication skills
- Ability to prioritize, schedule and route daily work
- Ability to record and maintain accurate records
- Possess sound judgment, problem solving, and decision-making abilities
- Ability to perform manual duties requiring mechanical aptitude and dexterity
- Ability to communicate and use interpersonal skills to interact with co-workers, supervisor, the general public, etc., to sufficiently exchange or convey information and to receive work direction
- Ability to work efficiently with little supervision and take initiative
- Ability to pass a preemployment drug test and background check
- Ability to represent the Utility in a professional manner to citizens and outside agencies (may be redundant? Look at fourth last bullet)

Licenses/Certifications:

- Possess a valid Iowa driver's license with a good driving record
- Possess a State of Iowa Grade 1 Water Distribution Operators Certification, or obtain one within one year of employment

Working Conditions:

- Willing to work extra hours if necessary to meet the expectations of the job description
- Long periods of sitting, standing and walking over uneven terrain
- A variety of environments such as office, construction sites, roadways and exposure to typical Iowa weather
- Maintains regular attendance and punctuality
- Ability to handle and lift up to 75 lbs.
- Must have the physical ability to perform all duties
- Maintains a safe working environment
- Utilize appropriate PPE when necessary

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The employer has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.