

**POSITION DESCRIPTION**  
**ENGINEERING TECHNICIAN**

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**Job Title: Engineering Technician**

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**Reports to: (Job Title)**

- **Construction/Development Supervisor**

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**Supervises Directly: (Job Titles + # Employees)**

- **N/A**

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**Supervises Through Subordinates:**

- **N/A**

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**PURPOSE OF POSITION**

Provides line locations and gathers field data on the utility's water, wastewater, reclaimed and other related facilities.

Inspects new water, wastewater, and reclaimed facilities installed within Seacoast's service area for compliance with Seacoast standards.

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## ESSENTIAL FUNCTIONS

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| 1. Coordinates and locates existing water, wastewater, and reclaimed systems for contractors/customers.  | <u>50%</u> |
| 2. Assist in the review and management of record drawings, plat file and various record keeping systems as related to Construction/ Engineering Department.  | <u>15%</u> |
| 3. Assists department with Construction/Engineering related work.  | <u>15%</u> |
| 4. Inspects and observes the methods and procedures of construction used by contractors installing water, wastewater, reclaimed and other related facilities to ensure they meet Seacoast's specifications and contract standards.   | <u>15%</u> |
| 5. Performs tests on newly constructed water and sewer facilities.   | <u>5%</u>  |
| 6. Assist surveyor in obtaining horizontal and vertical location of water, wastewater, and reclaimed facilities.   |            |
| 7. Plots requests for service availability; implements back- flow prevention program on existing general service accounts.   |            |
| 8. Provides record drawing information to Authority employees and other utility companies, contractors and engineers.  |            |
| 9. Must utilize safety equipment provided by the Authority, follow all safety rules and notify supervisor of unsafe equipment, missing safety equipment or unsafe working conditions. Must be safety conscious at all times and use good judgment in performing job tasks. |            |
| 10. Performs other job related duties as assigned.   |            |

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## **PERFORMANCE APTITUDES**

- skillfully use hand tools or machines needed for the work.
- use clear language to write technical reports.
- perform detail work with great accuracy.
- coordinate eyes, fingers, and hands to operate equipment.
- adjust instruments, make sketches, or use measuring tools.
- make decisions quickly according to both personal judgment and facts.

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**Physical Demands:** Lifting 50 lbs. maximum and occasionally lifting and/or carrying such articles as notebooks, plans, small tools, etc. Walking and standing are required to a significant degree. Considerable amount of mobility required. Perform field inspections. Reaching. Handling. Hearing. Feeling. Crawling. Stooping. Climbing. Seeing.

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**Environmental Conditions:** Outside: Protection from weather conditions but not necessarily from temperature changes. A job is considered "outside" if the worker spends approximately 75 percent or more of the time outside.

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**Math Skills:** Requires mathematical development sufficient to be able to: Work with algebra and geometry, calculate slopes and convert U.S. measurements to metric.

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**Language/Literacy Skills:** Must have developed language/literacy skills to the point to be able to: Read and comprehend English (drawings, newspapers, periodicals, journals, manuals, contract specifications, etc.).

Write memos, summaries and reports, using prescribed format and conforming to all rules of punctuation, grammar, diction and style. Speak with poise, voice control and confidence using correct English and well-modulated voice.

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### **Relationships to Data, People and Things:**

**Data:** Analyzing: Examining and evaluating data. Presenting alternative actions in relation to the evaluation is frequently involved.

**Compiling:** Gathering, collating or classifying information about data, people or things. Reporting and/or carrying out a prescribed action in relation to information are frequently involved.

**People:** Taking Instructions: Must be able to understand instructions and to communicate with supervisor about work questions, company policies or safety problems/procedures. Must be able to communicate with customers and the

general public. Tact and diplomacy must be used at all times to assure a positive company image.

**Things:** Precision Working: Using body members and/or tools or work aids to work, move, guide or place objects or materials in situations where ultimate responsibility for the attainment of standards occurs.

**Other:** Uniforms/Safety Shoes: Employees in this position are required to wear company furnished uniforms and must supply and wear safety shoes at all times when on duty. Safety shoes must meet, at a minimum, the following criteria:(a) Sole – Puncture resistant urethane, chemigum or vibram rubber; b) Upper-Full grain cowhide leather. Tennis/athletic shoes are not approved safety shoes regardless of upper construction.

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## **REQUIRED KNOWLEDGE, SKILLS, & ABILITIES**

- **Specific knowledge of line locations, GPR equipment and computer drafting equipment.**
- **Knowledge of functions and use of PC and two-way radio.**
- **Knowledge of the use of survey instruments.**
- **Capable of reading and interpreting Engineering Drawings.**
- **Basic knowledge of underground pipeline construction principles and procedures.**

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## **MINIMUM QUALIFICATIONS**

- **Florida Driver's License**
- **High school graduate or equivalent.**

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Pay Grade: 54  
Status: Nonexempt  
Date: 10/9/17

**Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the Authority.**

**I have read and understand the contents of this job description.**

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Signature

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Date