



# MARIN MUNICIPAL WATER DISTRICT

## Engineering Aide

### **DEFINITION**

Under general supervision, performs a variety of field and office work in support of engineering-related activities as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the entry-level class in the engineering support series. Incumbents perform a variety of routine engineering support tasks. This class is distinguished from the Engineering Technician in that the latter has more independence of action, a greater degree of discretion, and performs more difficult and complex tasks.

### **EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to the following. Depending upon assignment, employees may not perform each of the listed duties.

- Performs routine calculations and analysis, and maintains and updates a variety of water supply and water distribution system records, charts and maps.
- Provides information over the counter or by telephone on District water service regulations and procedures.
- Prepares a variety of records, reports, and correspondence related to District water service and facilities including water availability and fee calculation for residential and commercial projects, increased entitlements and transfers, applications for new or upgraded services, service orders, billing inquiries, and underground service alerts.
- Gathers information and physically locates and marks underground pipes, cables, and facilities.
- Prepares record-related drawings and field sketches.
- Performs basic queries and creates simple reports using a geographic information systems and other database, spreadsheet, and word processing software.

### **QUALIFICATIONS FOR EMPLOYMENT**

Knowledge of:

- Principles and uses of algebra and geometry.
- Basic drafting principles and procedures.
- Networked personal computer operation.
- Commonly used word processing, spreadsheet and database computer applications.
- Records management practices and procedures; organizing and maintaining accurate files and records (including computer data storage and retrieval).
- Correct English usage including punctuation, grammar, spelling and business letter writing.
- Basic safety practices and procedures.

Ability to:

- Work on an established set of tasks in accordance with pre-established policies, procedures and standards under the general direction of a supervisor;
- Integrate technical knowledge with interpersonal and communication skills dealing with the public;
- Operate a personal computer in a networked environment to input and retrieve data;
- Compile and enter statistical and other data accurately into appropriate forms, reports, and documents;
- Read and understand construction drawings, maps, and plans;
- Operate and maintain a blueline machine as required;
- Understand and carry out written and oral instructions;
- Deal effectively with those contacted in the course of work;
- Analyze situations accurately and adopt an effective course of action;
- Depending upon assignment may drive district vehicle;
- Travel to alternative work locations and offsite meetings.

When assigned field work duties:

- Perform heavy lifting (up to 50 lbs.) and be able to work in various terrains.

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:

- Completion of the twelfth grade or its equivalent.
- Some experience providing engineering support or customer service.

### **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 50 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. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

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.

*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: August 2000  
Revised: October 2008  
Approved by: Human Resources Manager