



MARIN MUNICIPAL WATER DISTRICT

ENGINEERING TECHNICIAN SUPERVISOR - RECORDS

DEFINITION

Under direction, supervises and participates in sub-professional engineering field and office work including engineering records data management, planning, and scheduling, complex drafting and mapping, review of work, and related work as required.

DISTINGUISHING CHARACTERISTICS

This classification combines supervision and coordination of a specific work unit with individual responsibility for handling the more complex work assignments. The incumbent is expected to handle the planning, training and scheduling of workload for subordinates, and prepare written performance evaluations. In addition, the incumbent 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, trains, supervises, and reviews and establishes performance standards for the work of sub-professional engineering staff;
- Prepares information, correspondence, and reports for field locations and availability of water facilities and disseminates records and plots of facilities to requesting parties such as internal staffs, contractors and the public;
- Uses geographic information system (GIS) software and tools to create, update, prepare and review maps, plans, profiles, record drawing and other detailed drawings from various notes and sketches;
- Updates records (distribution maps and valve ties, record drawing, leak maps, service/hydrant/fireline sketches, etc.) and inputs data into computer;
- Reviews and corrects record drawings, sketches and maps created by subordinates and other District personnel participating in such work;
- Maintains and updates charts and graphs relating to water storage, production and rainfall;
- Reviews completed work of subordinates for compliance with established procedures, accuracy and proper grammar and makes corrections as necessary;
- Arranges for purchase and maintenance and repair of equipment used by the section;
- Maintains engineering stockroom and orders material;
- Prepares cost estimates for large services;
- Operates a networked computer to input, analyze and manage administrative and technical data; operates and maintains engineering printers and copiers as required;
- Ensures that safe working conditions are maintained.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Principles and concepts employed in a wide variety of difficult and complex sub-professional field and office engineering work;
- Knowledge of and experience with data management principles and methods;

- Principles and uses of algebra, geometry, trigonometry;
- Principles and practices used in supervision, evaluation and training of employees;
- Practices, techniques and instruments used in drafting work, and GIS mapping;
- Knowledge of and experience with Windows-based computer hardware and software;
- Pipe location methods and other field related subjects;
- Construction practices and materials;
- District records experience and/or other relevant records management experience;
- Proper spelling, grammar, punctuation and writing practices.

Ability to:

- Effectively supervise, evaluate and train personnel;
- Perform difficult, complex and responsible field or office sub-professional engineering work;
- Integrate technical knowledge with interpersonal and communications skills dealing with District personnel and the public;
- Perform drafting, mapping and sketching work;
- Apply District policies and procedures to actual situations;
- Analyze situations accurately and adopt an effective course of action;
- Understand and carry out written and oral instructions;
- Interact and communicate effectively with those contacted in the course of work;
- Prepare clear and concise records, reports and correspondence;
- Use GIS and District software to prepare accurate maps, drawings and layouts from notes and sketches.

TRAINING AND EXPERIENCE:

Any combination of training and experience that would likely provide the required knowledge and abilities would be:

- Graduation from an accredited college with an associate degree and coursework in any of the following related areas: drafting, engineering studies, construction management, water distribution, plumbing and pipe fitting, geographic information systems, or other closely related field;

and,

- Three years of increasingly responsible subprofessional engineering, drafting, records management, or construction experience, or other related field;

and,

- At least two years of planning and scheduling the work of others in a supervisory or lead role.

OR

- Completion of the twelfth grade or its equivalent;

and,

- Four years of increasingly responsible subprofessional engineering, drafting, records management, or construction experience, or other related field;

and,

- At least two years of planning and scheduling the work of others in a supervisory or lead role.

Demonstrated working knowledge of AutoCAD is highly desired.

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.” (Ref: California Government Code, Title 1, Division 4, Chapter 8, Sections 3100- 3109)
- Possession of an appropriate California driver’s license issued by the State Department of Motor Vehicles;
- Work overtime as required.

PHYSICAL DEMANDS AND WORKING CONDITIONS

While performing the duties of this job the employee is frequently required to stand or sit for extended periods of time; reach, twist, turn, kneel, bend, squat, and stoop in the performance of daily activities both in the office and in the field. The position requires grasping, repetitive hand movement and fine coordination to handle tools and using a computer. The employee operates a personal computer and a variety of computer software, office equipment and tools and requires near vision in reading plans, correspondence, reports and/or statistical data. Acute hearing is required when providing phone and personal service. The employee may work outside and walk on various terrains and in inclement weather as needed. The employee must occasionally lift and/or move up to 50 lbs. Work is performed in various business and residential buildings, in the field and in a normal office setting with moderate noise levels. Employees are required to operate a motor vehicle in the inspection of work at various job sites, and work overtime as necessary.

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: December 1990
Revised: June 2006, July 2011, March 2018, August 2018
Approved by: Human Resources Manager