

HUMBOLDT COMMUNITY SERVICES DISTRICT JOB DESCRIPTION:

UTILITY SERVICES ASSISTANT/ENGINEERING TECHNICIAN I

Effective August 1, 2025

Definition

Under general direction from the Engineer and the Utility Services Planner, the Utility Services Assistant/Engineering Technician I is an entry-level position in the District's Engineering Department that performs various technical, planning, and engineering tasks. This position prepares engineering drawings, uses various GIS and modeling software, performs mark and locate tasks according to Underground Service Alert rules (USA), responds to building referrals, creates quotes for new service connections, and assists with inspecting contractor work for compliance with District standards and specifications. The position also works closely with rate payers and provides prompt customer service as an initial contact at the planning counter. This position also provides general administrative support to the Engineering Department.

Essential Functions

- Supports the engineering department's administrative activities, such as design and as-built documentation, project schedule tracking, data entry, copying, filing, and document organizing.
- Assist with pre- and post-inspection site visits.
- Coordinates and collaborates with other departments to accomplish the workload of the District.
- Responds to contractors and the public regarding District policy, inspections, and fees.
- Assists with revisions to plans and specifications.
- Assists code enforcement.
- Assists with the District's Source Control and Sewer Pipe Blockage (SPB) and Fats Oil and Grease (FOG) Program, inspecting private facilities within the District.
- Assists with compliance reporting as required.
- Assists the engineer with the design of a variety of engineering projects and the preparation of Engineering Reports.
- Updates the District valve books, as-builts, details, and existing drawings.
- Performs computer-aided design and drafting (CADD) and prepares drawings for design, installation, replacement, and location of District facilities and structures.
- Sets up and maintains office files as well as digital and paper maps.
- Performs Underground Service Alert marks and locates, with a working knowledge of USA rules and regulations.
- Performs basic field surveying assignments.
- Documents field as-builts of pipelines, other facilities, and infrastructure and updates maps accordingly.
- Coordinates with agencies in developing GIS maps and projects.
- Establishes and maintains cooperative working relationships with co-workers, outside agencies, and the public.
- May participate in field activities, including traffic control, maintenance, repair, and construction work of District facilities, and participate in the District's on-call rotation.
- Regular, predictable, consistent, and timely attendance is an essential function of the position, in that the failure of such attendance undermines the District's ability to provide critical public services impacting public health.
- Duties as assigned

Knowledge/Skill/Ability

Knowledge of or a capacity to learn: Methods, materials, tools, and equipment used in the construction, design, and planning of water development and distribution, wastewater collection and treatment, and other hydraulic projects and facilities; technical report writing; principles methods, instruments and techniques used in engineering drafting, ability to interpret design drawings, basic surveying techniques, basic knowledge of, GIS and CADD modeling Microsoft suite including Excel, Word, Project and PowerPoint.

Ability to: Perform complex and precise drafting and mapping work; prepare construction drawings and maps; gather data; prepare plots; assist with the development and preparation of engineering reports; provide critical thinking to assigned projects; Maintain detailed records and information; Understand and interpret water and sewer engineering drawings, specifications, and cost estimates; in the event of an emergency, work rotating shifts, weekends, holidays, and remain available; maintain effective working relationships.

Skills to: Communicate clearly and concisely both orally and in writing with District staff, Board, other public agencies, and general public; interpret and follow process control plans and specifications; effective and courteously interact with the public; effectively use a variety of computer software such as word processing, spreadsheets, databases; maintain detailed records and information. Read and understand technical plans and reports, including the Sanitary Sewer Management Plan, Local Hazard Mitigation Plan, Capital Improvement Plan, Source Water Supply and Demand Report, Urban Water Management Plan, and Hazardous Materials Business Plans.

Working Conditions/Physical Requirements

Position requires prolonged sitting, standing, walking – frequently on uneven terrain, reaching, twisting, turning, kneeling, bending, squatting, stooping, and moving objects up to 50 lbs. in the performance of daily activities. Also requires grasping, repetitive hand movement, and coordination in reviewing construction plans, statistical reports, and data, and using a keyboard. Additionally, the position requires near and far vision to read reports, review plans and blueprints, and use the computer. When visiting construction sites or existing District facilities, the position may require walking on uneven and slippery surfaces, climbing ladders or stairwells, exposure to all weather conditions, dust and pollen, and potential mechanical and heavy equipment hazards.

Special Requirements

Possession of a valid Class C California driver's license. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates.

Possession of a valid Grade 1 Water Distribution Operator Certification issued by the California Department of Health Services or the ability to obtain within one year.

Desirable Education and Experience

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

- Four (4) years of experience as a utility operator or in a similar position with experience in drafting fundamentals and superior writing skills.

-or-

- Completion of college-level coursework in Drafting Fundamentals and Engineering Design or Geospatial Information Systems, and two (2) years of increasingly responsible experience in drafting and engineering design for a public agency

-or-

- Four (4) years of increasingly responsible experience in CADD and GIS systems.

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."

Employee Acknowledgement:

I acknowledge and understand that receipt of this job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know no limitations which would prevent me from performing these functions with or without reasonable accommodation. I further understand that it is my responsibility to inform the General Manager at any time that I am unable to perform these functions.

The specific statements shown in each section of this job description are not intended to be all inclusive. They represent typical elements and criteria necessary to successfully perform the job. Job duties, tasks, work hours, and work requirements may be changed at any time. Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the District. My signature below confirms that I have read and understand this job description.

I have reviewed this Job Description with the General Manager, fully understand it, and freely agree to its terms.

Employee Signature

Date