

HUMBOLDT COMMUNITY SERVICES DISTRICT JOB DESCRIPTION:

UTILITY SERVICES PLANNER/ENGINEERING TECHNICIAN II

Effective August 1, 2025

Definition

Under general direction from the Engineer or General Manager; the Utility Services Planner/Engineering Technician II is the District's principal liaison with contractors, customers, developers, consultants, governmental bodies, and planning agencies concerning District sewer and water policy, conditions and requirements; updates District plans; makes field inspections of contract and new development construction projects, ensuring compliance with plans and specifications; responds to building referrals; develops quotes for new services construction; reviews construction plans; assists developers with subdivision, annexation and main line extension processes; and related work as required. The position also prepares engineering drawings using Computer-Aided-Design (CADD); uses various GIS and modeling software, and does related work as required.

Essential Functions

- Supervises the work of and delegates work to others in the department
- Coordinates with other departments to accomplish the workload of the District
- Coordinates responses to contractors and the general public with questions regarding District policy, inspections and fees.
- Serves as the District's point of contact for developers and outside engineers to discuss and review concepts and general requirements for new projects.
- Develops and recommends revisions to plans and specifications to the Board.
- Represents the District in coordination with other utilities, regulatory agencies, governmental bodies, planning agencies, technical groups, and developers.
- Coordinates, inspects, and tracks new subdivision development.
- Observes construction methods and materials to ensure compliance with plans, specifications, codes, and District ordinances.
- Coordinates code enforcement.
- Plans, organizes, and implements the District's Source Control and Sewer Pipe Blockage and Fat's Oil and Grease SPB/FOG Programs.
- Implements and maintains the District Backflow Prevention and Cross Connection Control Programs
- Supervises compliance reporting as required
- Implements, maintains, and provides training on multiple District plans and programs
- Coordinates required training activities as necessary
- Assists the engineer with the design, permitting and execution of a variety of engineering and construction projects and with the preparation of Engineering Reports.
- Coordinates updates to the District valve books, details, and existing drawings.
- Maintains the District's Water and Sewer Atlas
- Performs computer-aided design and drafting (CADD)
- Use and maintain district sewer flow meters and related software.
- Establishes and maintains cooperative working relationships with co-workers, outside agencies, and the public.
- 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: 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; contract administration; programs, functions, purposes, and activities of the District; District ordinances and regulations, Uniform Plumbing Code, state and local laws, and development codes; Principles and practices of wastewater treatment processes, pretreatment systems, source control monitoring, backflow prevention, GIS and CADD modeling.

Ability to: provide critical thinking to assigned projects; Inspect construction projects and detect flaws in construction methods and materials; Maintain detailed records and information; Understand and interpret water and sewer engineered 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, CADD and GIS; maintain detailed records and information. Read, write and update technical plans and reports such as the Sanitary Sewer Management Plan, Local Hazard Mitigation Plan, Capital Improvement Plan, Source Water Supply and Demand Report, Urban Water Management Plan, Hazardous Materials Business Plans among others.

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 constructions plans, statistical reports and data, and using a keyboard. Additionally, the position requires near and far vision in reading reports, reviewing plans and blueprints, and using 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 2 Water Distribution Operator Certification issued by the California Department of Health Services or the ability to obtain within one year.

Cross Connection Control Specialist certification is highly desirable.

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:

- Completion of a Bachelor's Degree in Engineering, Planning, Environmental Science, Fisheries, Forestry, Business, Public Administration, or a related field and two (2) years of increasingly responsible experience in the planning, designing, and inspecting of water treatment and distribution, wastewater collection and treatment, and urban development.

-or-

- Completion of two years of higher education (Associates Degree) in Engineering, Planning, Surveying, Environmental Science, Fisheries, Forestry, Business, Public Administration, or a closely related field and three (3) years of increasingly responsible experience in the planning, designing, and inspecting of water treatment and distribution, wastewater collection and treatment, and urban development.

-or-

- Six (6) years of increasingly responsible experience in the planning, designing, and inspecting of water treatment and distribution, wastewater collection and treatment, and urban development.

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