

ENGINEERING TECHNICIAN

The Council Bluffs Water Works has an immediate opening for an Engineering Technician. A candidate for this position must have good language skills, both verbal and written, must have good knowledge of computers, GIS, AutoCAD, spreadsheets, databases, mathematics, engineering practice, land surveying, construction staking, drafting techniques, and water works construction techniques and materials. Ability to understand and follow complex oral and written instructions with limited supervision. Must present a well-groomed professional appearance at all times. Must be able to keep accurate, legible records and notes of work performed and actions taken. Must be able to work effectively with other employees, department managers, and supervisors. Must deal courteously and tactfully with the public. Must be able to work overtime with little or no advance warning.

Applicant will need to be able to work in the outdoors and/or in confined spaces under all weather conditions. Applicant must have a good driving record, able to operate all department vehicles (Automatic and Standard Transmission). High school diploma or equivalent is required. Council Bluffs Water Works offers an excellent career opportunity and benefits package.

If you are interested in this excellent career opportunity, send your resume to:

Engineering Technician
ATTN: Karen A. Wisniski, Administrative Manager
P. O. Box 309
Council Bluffs, IA 51502-0309

You may view a detailed job description of this position by visiting our web page
www.cbwaterworks.com

EOE

Job Description

Title of Position: Engineering Technician

Department: Distribution

Title of Immediate Supervisor: Director of Distribution & Meter Services

General Duties: Under the general supervision of the Director of Distribution & Meter Services, performs skilled engineering technician work including surveying, drafting, design, plan review, use of computers in engineering applications, and inspection of Water Works construction projects and facilities. The position has a primary emphasis of GIS, computer mapping, and other computer applications. Does related work as required. General assignments and specific instructions are received from the Director of Distribution & Meter Services.

Major Responsibilities:

1. Updates and maintains the GIS System. Provides data exports as needed.
2. Maintains water main, valve, fire hydrant, easement, and water service management database.

3. Performs inspection of Water Works improvement projects and/or construction performed by the Water Works, developers, and private contractors. Provides oversight of Water Works Observers to ensure accuracy of written records. Assists Staff Engineer and Distribution Management with assuring compliance with special provisions for water mains, current IDNR regulations, appropriate AWWA Standards, and acting as a liaison between CBWW, contractors, utilities, etc.
4. Drafts various Water Works projects using computer aided drafting techniques under the supervision of the Director of Distribution & Meter Services and Staff Engineer, and uploads projects into GIS.
5. Assists Staff Engineer and Distribution Management with performing plan reviews.
6. Assists Staff Engineer and Distribution Management with new tap requests and manages water permit connection fee area maps.
7. Assists Staff Engineer and Distribution Management with answering phone/email inquiries and providing information on the distribution system.
8. Files and maintains department records relating to engineering and inspection functions; including maps, subdivision plats, and records of water works' facilities.
9. Assist Distribution Management with service locates, and project locates.
10. Assist Distribution Management with Iowa One Call locate tickets.
11. Assist Distribution Management with curbs/kills/hydrant flow tests.
12. Creates and updates permit documentation on all water services.
13. Creates yearly as-built documentation on all construction projects, and updates old as-builts to current standards.
14. Prepare yearly reports of distribution changes.
15. Maintain field tablets.
16. Update the lead service line information yearly.
17. Must be able to work in office environment, and outdoors under adverse conditions.
18. Periodic creation and maintenance of printed maps for use of CBWW staff.
19. Other duties as may be necessary or assigned.

Required Knowledge, Skills, and Abilities:

A candidate for this position must have good language skills, both verbal and written, must have a good knowledge of computers, GIS, spreadsheets, databases, mathematics, engineering practice, land surveying, construction staking, drafting techniques, and water works construction techniques and materials. Ability to understand and follow complex oral and written instructions

with limited supervision. Physical ability to work outdoors under adverse conditions. Must present a well-groomed, professional appearance at all times. Must be able to keep accurate, legible records and notes of work performed and actions taken. Must be able to work effectively with other employees, department managers, and supervisors. Must deal courteously and tactfully with the public. Must be able to work overtime as needed with little or no advance warning. Must possess a valid Iowa vehicle operators permit. Must have a good driving record and be insurable by the employer's auto liability carrier.

Required Experience and Training:

High school diploma or equivalent. Two-year Associate Degree or better in related field desirable. GIS background desirable. State of Iowa Public Water System Certification desired. Experience dealing with the public. Experience working with minimal supervision. Water utility background desired.

Physical Requirements:

Must be insurable.

Must be sighted.

Must be able to hear normal conversation.

Must be able to speak English clearly at a normal rate of conversation.

Must be able to walk over uneven terrain at construction, job, or other sites under all weather conditions.

Must be able to climb out of and descend into confined entry spaces such as meter pits vaults by means of a ladder or rope harness.

Must be able to wear a hard hat.

Must be able to lift 50 pounds.

Must be able to operate various company vehicles.

Must have a 96 percent minimum job attendance.