

## **ENGINEERING TECHNICIAN**

Reports to: General Manager

FLSA Status: Hourly, nonexempt

Prepared by: Joey Hilliard

Date: December 31,2025

Salary Range: \$8,324.00 - \$10,118.00 / Monthly

### **SUMMARY**

Under the general direction of the General Manager or Superintendent, assists with the environmental compliance, administrative, operational and general affairs of the District. Administers and implements the District's Industrial Waste Pretreatment Program including inspecting and sampling industrial and commercial wastewater discharge facilities, investigating potential sources of pollutants in the municipal sewer system to ensure compliance with the District's Ordinances and Industrial Wastewater Discharge Permits. Issue and enforce Industrial Wastewater Discharge Permits to be in compliance with Federal, State and local requirements. Administers and implements the District's Fats, Oils and Grease program. Responsible for maintaining District compliance with other governmental agencies permits such as; (APCD, CARB, CUPA, EPA, State and Regional Water Quality Control Board). Reviews plan submittals for commercial and residential developments and issues connection permits as needed. Performs related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Administers and implements the District's Industrial Waste Pretreatment Program.
2. Prepares and reviews applications for Industrial Wastewater Discharge Permits
3. Prepares applications for permits, maintains permit compliance records, and prepares reports for all regulatory agencies with which the District has permits.
4. Conducts inspections and collection of samples for system operations and the pretreatment program.
5. In coordination with field staff, administers and implements the District's Fats, Oil and Grease (FOG) inspection program.
6. Operates and maintains wastewater monitoring and sampling equipment.
7. Prepares and participates in District public outreach and education programs.
8. Assists in reviewing plans and specifications for new construction to determine compliance with District requirements and requirements of the State and other regulatory agencies, and conducts related inspections.
9. Conducts inspections of new construction and connections of District lines to determine compliance with District regulations and other regulatory agencies.
10. Assists in reviewing plans and specifications for new construction of commercial and/or industrial facilities that will connect to the District's wastewater collection system. Conducts inspections of new construction and connections of commercial and/or industrial facilities that will connect to the District's wastewater collection system. Prepares technical and administrative reports as required or requested.
11. Remotely monitors District facilities utilizing the SCADA system.
12. Maintains records and databases of information on the District's Computer Maintenance Management System (CMMS).
13. Operates District vehicles and equipment while performing assigned duties.
14. Assists Operations staff with collection system and street sweeping duties as needed.
15. Responds to wastewater collection system emergencies.
16. Assists in the investigation of and response to inquiries and complaints regarding field operations.
17. Assists in a variety of skilled and semi-skilled heavy labor.
18. Assists with the District Safety Program
19. Available for stand-by duty and emergencies as needed.

### **SUPERVISORY RESPONSIBILITIES**

None.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

## **EDUCATION AND/OR EXPERIENCE**

Degree from an accredited four year college or university in Biology, Chemistry, Environmental Studies, or related technical discipline and experience in wastewater operations or laboratory. Any combination of education, training and/or experience that would likely provide the necessary knowledge and abilities for the Engineering Technician is required. Knowledge of the requirements for compliance with federal, state, and local regulations and permit conditions related to pretreatment of industrial wastewater.

1. Knowledge of the principles and practices of wastewater collection system operations.
2. Knowledge of the principles and practices of industrial wastewater treatment.
3. Knowledge of and ability to analyze the technical aspects of a variety of industrial processes and their impact on a public wastewater system.
4. Knowledge of the laws and regulations relating to wastewater collection system operations.
5. Ability to complete forms and applications for District permits with other governmental agencies
6. Knowledge and ability to analyze data and maintain computer records.
7. Ability to operate a computer at an advanced level to produce spreadsheets, reports, etc.
8. Ability to effectively utilize cellular phones including text and voicemail functionality.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to present information and respond to questions from groups of managers, consultants, customers, and the general public.

## **MATHEMATICAL SKILLS**

Ability to apply mathematical operations to such tasks as flow calculations, pipe or tank capacity.

## **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and factual variables.

## **GENERAL ABILITIES**

Ability to interact cooperatively with others.  
Ability to get along with others.  
Ability to meet deadlines.  
Ability to accept constructive criticism.  
Ability to work under pressure.  
Ability to be punctual.  
Ability to handle stress.  
Ability to work independently.  
Ability to work required shift assignments.

Ability to conform to appropriate rules of conduct.  
Ability to follow the District's policies and procedures.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

### **REQUIRED:**

California Class B Driver License with a driving record acceptable to the District's Insurance carrier within 6 months of date of hire.

Acquire certification within one year of date of hire and maintain a Cardio Pulmonary Resuscitation (CPR) and First Aid Certificate.

CWEA Collection System Technologist Grade I and Environmental Compliance Inspector Grade II  
Certificates within two (2) years from date of hire.

### **RECOMMENDED:**

CWEA Plant Maintenance Technologist Grade I

CWEA Environmental Compliance Inspector Grade III

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee is regularly required to talk and hear in ambient noise typical of a construction project. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes, unpleasant odors, airborne particles, and toxic or caustic chemicals. The employee is occasionally exposed to wet and/or humid condition, outside weather conditions and vibrations. The noise level in the work environment is usually moderate.