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## Job Specifications

### Engineering Technician I

**Date:** February 8, 2015

**Division/Department:** Engineering Services Branch/Field Services Department

**Reports To:** Field Services Department Manager

**Type of Position:**  Full-time  Part-time

**Hours:** 40/week

**Status:**  Exempt  Nonexempt

### General Statement

This is an entry level position in a series of three Engineering Technician positions and is under the direct supervision of the Field Services Department Manager, or his/her delegated representative. This position provides technical engineering support in areas such as water quality and water resources throughout Northern Water's boundaries.

### Duties and Responsibilities

- Performs standardized or routine assignments involving a sequence of related operations. Technical adequacy or work is reviewed upon completion: non-routine work may be reviewed in process.
- Performs laboratory work such as collecting, analyzing, logging numerical and visual observations, preparing and packaging samples, recording test results, and performing other types of documentation.
- Gathers, maintains and enters technical data in various databases.
- Receives, sets up, tests, or decontaminates equipment.
- Assists in the inspection of facilities to monitor compliance with laboratory protocols.
- Works in field or office settings.
- Extracts and processes data from various recording devices.
- Maintains, repairs, installs and calibrates various measuring testing devices.
- Performs computations and plots data for creating charts and graphs.
- Fills in for other positions within the department.
- Accomplishes other duties as assigned.

### Training, Experience and Education Requirements

One to three years' of education, training or related experience in data collection related to water resources and water quality, including collection of water and soil samples, laboratory analysis, streamflow measurement, and GIS mapping.

Satisfactory completion of an Associate's degree in the areas of Natural Resources, Watershed Management, Environmental Sciences, Agricultural, Agronomy, Engineering or equivalent sciences. Additional education in these fields is helpful.

A combination of education, related training and work experience may be substituted for educational requirements.

### **Knowledge, Skills, and Abilities**

#### **Knowledge:**

- Basic addition, subtraction, division, and multiplication.
- Windows operating system.
- Various computer software, database/spreadsheet applications, GIS, GPS and word processing programs.
- Programming and operation of dataloggers with radio and cellular telemetry systems.
- Policies and procedures relevant to the collection of water samples.
- General knowledge of laboratory procedures and protocols.
- Policies and procedures relevant to the decontamination of equipment.
- General construction techniques.

#### **Skills:**

- Understanding written sentences and paragraphs in work related documents.
- Coordinating and talking to others to convey information effectively.
- Determining the kind of tools and equipment needed to do a job.
- Transferring information onto forms or into computer applications.
- Coherent legible penmanship.
- Work well both independently and as a team player, maintaining open and accurate communications with coworkers and supervisor.

#### **Abilities:**

- Listen and understand information and ideas presented through spoken words and sentences.
- Fill in for other positions within the Field Services Department. Cross-train as necessary in order to accommodate schedules and unanticipated events.
- Operate equipment such as pickup-trailer combinations, field tractors, boats, construction equipment, and hydraulic soil sampler in a safe manner.
- Operate passenger pickups and work on and around boats in deep water in a safe manner.

### **Physical Requirements**

- Bend, stretch, twist, or reach using body, arms, or legs.
- Use abdominal and lower back muscles to support body for extended periods of time without fatigue.
- Endure extended periods of sitting, standing, walking, stooping, kneeling, bending, lifting, driving, etc.
- Lift and carry 50 pounds or more.
- Work equally well in indoor and outdoor environments.
- Tolerate temperature extremes, intense sunlight, rain and/or snow, high winds, dust, pollen, rough terrain, unstable footing, bees/wasps/spiders/ants/mosquitoes, snakes, cactus, loud noise, etc. Must be able to accomplish assigned work safely and adhere to quality standards despite adverse conditions.
- Work/wade in flowing water.
- Utilize appropriate safety clothing/equipment and procedures properly.
- Meet the physical requirements of a post job offer physical examination.

Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

**License, Certificate, or Credential Requirements**

- Valid driver's license.

**Other Requirements**

- Maintain a personal appearance appropriate for job position and image of Northern Water.
- Willing to obtain additional license/education in water quality field if needed.
- Accommodate travel on a routine basis, including overnight trips throughout Northern Water's boundaries, including facilities on the west slope.
- Work overtime with little or no advance notice.

**This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.**

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