



RUBIDOUX COMMUNITY SERVICES DISTRICT

ENGINEERING TECHNICIAN / IT BUSINESS SYSTEMS / GIS ANALYST

Closing Date: Monday, December 16, 2024, at 5:00 PM

Annual Salary: \$86,250-\$110,094

DEFINITION

Under the general administrative direction of the Director of Engineering, performs and assists with technical office engineering work in support of District or developer projects and programs. Conducts engineering plan checks to ensure compliance with District requirements and specifications. In addition, works to develop, test, and document computer programs and systems to assist with District operations, system designs and modifications; designs, installs, configures, and troubleshoots computer systems, networks, and associated equipment. Performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This position reports to the Director of Engineering and is a full-time, entry-level class where incumbents perform technical engineering support duties that require thorough knowledge of department, and District-wide procedures and policies. Work typically includes computer programming, system and network operations, security administration, business needs requirements gathering and analysis, and software analysis and recommendation. An incumbent in this class uses some independent judgment and innovation to participate in the development and support of information technology initiatives to solve business problems and meet organizational objectives.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

1. Administrative and Engineering Support:
 - Research Will Serve Requests.
 - Research and develop procedures for fire flow tests.
 - Calculate developer fees, generate invoices, and track deposits.
 - Issue task orders and provide engineering information to the public and developers.
 - Perform administrative support for the Engineering/Operations department.
 - Maintain project tracking spreadsheets and issue As-Built plans and maps.
2. GIS and Spatial Data Management:
 - Use ArcGIS software for creating and updating maps and spatial datasets.
 - Provide technical support and training for GIS applications.
 - Conduct quality assurance on spatial data and prepare reports and presentations.

3. IT and Technical Support:
 - Set up and install computer hardware and software.
 - Manage LANs and WANs, troubleshoot connectivity issues, and implement security measures.
 - Provide technical support for software issues and Microsoft Office.
4. Compliance and Reporting:
 - Perform data entry and automate monthly reporting for the Division of Drinking Water.
 - Coordinate with labs for reporting continuity and prepare compliance reports.
 - Track fuel consumption and maintain generator inspection logs.
5. SCADA and Website Management:
 - Generate reports using SCADA systems and program the SCADA Interface.
 - Update the District website and migrate/build workstations.
6. Performs related duties or projects as assigned.

Knowledge of

1. Basic knowledge of practices and principles pertaining to engineering.
2. Methods and techniques used in the design, construction, and installation of public water and sewer facilities.
3. Principles of drafting and engineering specification preparation.
4. Standard engineering terminology, symbols, mathematics, and record-keeping.
5. Operational characteristics of a geographic information system.
6. The use of standard office equipment, including personal computers and applicable computerized applications.
7. Office procedures, methods, and equipment, including computers and applicable software applications such as word processing, spreadsheets, and databases.
8. Principles and practices of application system development, evolution, and product life cycles, including sustainability planning for application systems.

EDUCATION/EXPERIENCE:

EDUCATION: Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil/environmental engineering, computer science, information technology systems, or a closely related field. Education requirement may be waived in lieu of experience. The ideal candidate will have a combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance.

EXPERIENCE: Five (5) years of increasingly responsible experience in an engineering office or administrative environment providing project and contract management for water and sewer systems, and analytical information technology experience.

Experience in a government or public utility is highly desirable.

LICENSES/CERTIFICATES REQUIRED:

A valid California Driver's License (Class C) with a satisfactory driving record is required.

Possession of, or ability to obtain, certification from District-provided CPR/First Aid training is required.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Standard office setting; exposure to computer screens; frequent interaction with District staff and the general public.

Physical:

Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of computer keyboard; pull, lift and/or carry light to moderate amounts of weight; bend, stoop, kneel, and crawl; ability to verbally communicate to exchange information.

Mental:

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple concurrent tasks; work with frequent interruptions; work under intensive deadlines; interact with District executive and mid-managers, staff, vendors, the public and other encountered in the course of work.

Vision:

See in the normal visual range with or without correction; vision sufficient to see computer screens and printed documents and to operate assigned equipment.

Hearing:

Hear in normal audio range with or without correction.

Job Status: Exempt

Date Modified: October 2024