

Civil Division: Mohawk Valley Water Authority
Jurisdictional Class: Competitive
EEO Category: Technician
Revised: 05/02/11

PROJECT ENGINEERING TECHNICIAN
(Water Board)

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Upper Mohawk Valley Regional Water board and involves performance of advanced technical work in initial facility evaluation and scoping of special engineering and related public works projects. The work involves interaction with various departmental personnel as well as with staff of the State and Local Health Departments. Major technical and policy decisions and problems are discussed with a professional level supervisor before taking action. The work is performed under general supervision of the Principal Engineer or other professional supervisor with leeway allowed for exercise of independent, technical judgement in carrying out details of the work. While an incumbent usually works alone, occasionally may act as team lead over the work of various non-professional employees engaged in project activities. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Prepares, reviews, and revises construction plans, bid criteria, specifications and designs of engineering and public work projects involving renovation, repair, and new construction of water storage and distribution systems;

Reviews specifications, coordinating technical services, and final inspection of construction projects conducted by outside contractors water board facilities;

Confers with superiors on a variety of engineering projects dealing with facility evaluations including the inspections of pump stations, meter stations, and water storage tanks to assess condition and identify needed improvements;

Prepares construction documents including design drawings and specifications using CADD (Computer Aided Design) software;

Develops time schedules, material and personnel requirements for various maintenance, repair, renovations, and new construction;

Provides technical engineering assistance in areas of research, evaluation, cost estimates, recommendations, development of plans and specifications for special projects covering a wide range of technical areas, leading to repair, modification and/or improvements to specialized water distribution and storage equipment and facilities;

Provides technical engineering assistance and coordination of projects which are regulated by state and local agencies such as the New York State Department of Health;

Coordinates public bidding process by placing advertisements, formulating and distributing bid requirements and replying to contractors questions;

Prepares updates of project economic and cost analysis, feasibility studies, compliance reports, reliability analysis and other technical engineering reports for various special projects as assigned by the Principal Engineer or higher level professional staff person;

Reviews payment requests from contractors and recommends payment based on project completion.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of engineering technology; Good knowledge of modern engineering methods and techniques as applied to public works project design and construction; skill in coordinating and applying technical engineering research in preparing reports of studies; skill in the use of engineering field instruments; ability to prepare technical reports of engineering technical research and studies; ability to read and interpret engineering drawings and specifications; ability to use a micro-computer and Computer Aided Design software; computer literacy.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in civil, environmental, mechanical or electrical engineering or related field **AND** two (2) years of engineering experience which must have involved planning and design of a public water system; **OR**
- (B) Graduation from a regionally accredited or New York State registered two year college or university with an Associate degree in civil, environmental, mechanical or electrical engineering technology or related field **AND** four (4) years of engineering experience as stated in (A) above.

NOTE: Verifiable part-time experience as stated in (A) above will be pro-rated toward meeting full-time experience requirements.

SPECIAL REQUIREMENTS: Possession of an appropriate level, valid New York State Driver's License at time of appointment. This license must be maintained throughout appointment.