



Engineering Technician I

JOB SUMMARY:

Under general supervision, is responsible for performing ongoing inspections of construction projects to ensure they are completed per approved plans, specifications, and approved shop drawing submittals.

SUPERVISION RECEIVED:

Works under the general supervision of the Engineering Manager.

DUTIES AND RESPONSIBILITIES:

1. Performs inspections and observations of projects for Woodruff-Roebuck Water District to ensure projects are completed per approved plans, specifications, and approved shop drawings.
2. Inspects and ensures materials on-site for projects meet specifications and are installed, tested and accepted in accordance with Woodruff-Roebuck Water District technical requirements.
3. Observes installation, work in progress, testing, and documents observations in daily inspection reports. Inspection reports include general notes and photographs of construction progress, documenting field conditions and measurements.
4. Informs the Woodruff-Roebuck Water District engineer and contractors of observed deficiencies, recommends corrective measures per the Woodruff-Roebuck Water District Engineer recommendations and follows up to ensure compliance. Communicates effectively with supervisors and others within the Engineering Department and fellow employees.
5. Reviews plans prior to pre-construction meetings and is responsible for on-going coordination in the field, and construction project updates, and items discussed at the pre-construction meetings.
6. Assists Construction Manager as needed and performs other duties as required.

MINIMUM QUALIFICATIONS:

Education or Experience: Associate's degree in Engineering Technology or related field preferred. Must have familiarity of general and utility construction practices. Must have previous experience with computer applications and possess the ability to operate Woodruff-Roebuck Water District specific software. An equivalent combination of education and experience will be considered.

Certificates, Licenses, Registrations: Class D Water Distribution Operator license preferred. Must possess a valid driver's license. Knowledge of or Backflow Administration Certification.

ABILITY TO:

- Receive assignments and/or directions from supervisor.
- Read a variety of codes, regulations, policy and procedure manuals, maps, construction drawings, work orders, etc. Requires the ability to prepare routine reports, records, etc. with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with clarity, voice control and confidence.
- Communicate effectively and efficiently with persons from a variety of educational backgrounds using technical terminology as required.
- Inspect items for proper length, width and shape, and visually read various information.
- To operate motor vehicles.
- Handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, manhole lids, tools, etc. Must have moderate levels of eye/hand/foot coordination.
- Must be adaptable to perform in uncomfortable physical conditions and under stress when confronted with emergency situations or tight deadlines. The worker may be subject to danger or risk to a slight degree and to tension as a regular, consistent part of the job.

PHYSICAL REQUIREMENTS:

- The employee must be physically able to operate a variety of machines and equipment including general office and surveying equipment, GPS equipment, shovel, tape measure and motor vehicles.

- Work involves lifting, carrying, standing and walking on uneven ground, including traversing adverse field conditions to include construction work sites, uneven ground, cluttered work areas, wet conditions, etc.
- Must be able to ascend and descent ladders or steps to evaluate and inspect equipment and facilities. Must be able to make visual observations in daylight and at night.

CONDITIONS OF EMPLOYMENT:

Must pass a pre-employment background check, drug screen and/or physical exam. Employees are subject to random drug/alcohol testing throughout their employment. Must have and maintain a satisfactory driving record. A valid South Carolina driver's license is required.

Compensation: Pay is commensurate with experience and market-reflective.

Benefits: Woodruff-Roebuck Water District offers a comprehensive benefits package including medical, dental, vision, life insurance, short/long-term disability, paid time off, holiday pay and 401(k).