

Job Description



JOB TITLE: W&S Engineering
Technician DEPARTMENT: Water & Sewer
RESPONSIBLE TO: Director - Water & Sewer
DATE: January 2025

JOB CONTENT:

Performs essential computer-based tasks relative to the upkeep of the Board's specialized electronic database and mapping systems. Frequently updates and archives the department's Graphical Information System (GIS) and other data. Administrative tasks with assisting customers inquiries, inventory, and invoicing. This position is charged with entering, safeguarding, and maintaining business-critical data essential for the safe and efficient operation of CUB's water & sewer system and must be interdepartmentally cross-trained on a variety of activities and functions of the Department.

Prepares and distributes various reports for internal use by management and for submission to regulatory agencies. Responsible for the research and preparation of data and reports upon which management decisions may be based and upon the accuracy of which the integrity of CUB's records depend. Performs a wide variety of general clerical duties, special projects, and administrative tasks as directed. Presents a positive image of the Utility Board and a caring attitude toward our employees and customers. This individual is subject to pre-employment drug screening and responsible for adhering to CUB's standards for a drug-free workplace.

DUTIES AND RESPONSIBILITIES:

1. Reads, interprets, and works from maps, graphical user interfaces, and electronic databases.
2. Performs routine maintenance and operation of the Board's Geographic Information System (GIS). Produces maps as needed for daily operations and special needs of the Water & Sewer Department.
3. Reviews, maintains and prepares essential reports, departmental records, archives, and other business-critical media.
4. Enters required data into the appropriate database repository to reflect field engineering & current operational status.
5. Must be able to edit, format, prepare, and transmit documents, contracts, letters, and emails, as necessary.
6. Performs a wide variety of general clerical duties and administrative tasks as needed to support all areas of departmental operation, including Microsoft Office software packages and customer service.
7. Uses AutoCAD to create and/or modify electronic drawings as needed by the Water & Sewer Department.
8. Uses Global Positioning System (GPS) to locate water and sewer assets in the field to modify the electronic drawings.

9. Install/Download electronic equipment in the field for water and sewer system operational information.
10. Demonstrates clear and concise communication, both orally and in writing.
11. Requires robust analytical skills, a proven proficiency in mathematics, sound decision-making abilities, and a strong initiative that serves in the best interest of the department and our customers.
12. Conduct engineering research and compile comprehensive reports on which management decisions may be based and on the accuracy of which the integrity of CUB's records depends.
13. Must be capable of working without constant supervision and possess the ability, insight, and motivation to self-schedule multiple assignments.
14. Maintains assigned area and equipment in a clean, usable, and safe condition at all times.
15. Maintains a well-groomed, professional appearance and conducts himself/herself in a courteous manner.
16. Maintains regular and reliable attendance.
17. Demonstrates superior customer service, integrity, commitment to innovation, efficiency, and fiscal responsibility.
18. Anticipates priority and time-sensitive tasks and expedites for completion.
19. Presents a positive image of CUB and a caring attitude toward our employees and customers.
20. Performs other tasks and duties as directed.

SUPERVISORY RESPONSIBILITY:

None.

EDUCATION AND TRAINING:

High school education or equivalent. Experience in Auto-CAD and/or ESRI mapping software or a proven professional work history in a related field will be considered a plus (an A.S. degree in an electronic mapping-related field is preferred but not required). Must be able to proficiently operate a Windows-based PC and standard software packages such as Microsoft Office, Excel, Outlook, Access and Adobe Acrobat. Must be trainable and eager to learn new computer-based skills and many software applications essential to the daily operation of the department and willing to work in the field environment (Outside). Must have and maintain a valid Tennessee Driver's License when operating Board vehicles.

RESPONSIBILITY:

Responsible for performing work in a prompt, professional, and accurate fashion. Responsible for acquiring a complete working knowledge of Board policies and procedures, including in particular, the departmental policies, practices, and procedures established by the Water & Sewer Department. Expected to work independently and effectively within the parameters of these established policies, practices, and procedures. Responsible for working with confidential data and discretion to disburse information only to authorized persons. Responsible for performing neat, efficient, and highly precise work which, if executed incorrectly, could result in possible increased legal liabilities for CUB, damage to the CUB's system, and potentially endanger the safety of field personnel.

INTERNAL AND EXTERNAL CONTACTS:

Daily contact with employees in the department on an individual basis. Regular contact with employees and supervisors in the department on a group basis. Occasional contact with employees and supervisors in other departments of CUB. A team player who is able to work effectively in a team fostered a multi-tasking environment. Infrequent contact with the public.

PHYSICAL DEMANDS OF JOB:

It requires prolonged periods of sitting and viewing computer monitors, which could result in back muscle fatigue and eyestrain. Requires prolonged periods of data entry that could result in hand, finger, wrist, and forearm muscle fatigue. Exertion of up to 20 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Requires above-normal mental and visual alertness quite frequently. Effective near vision or near vision accommodation is required, as well as the ability to talk and hear.

WORKING CONDITIONS:

Works inside an office environment with controlled temperature, humidity, and noise levels. Works outside as necessary from a CUB vehicle, in CUB and customer facilities, and moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another in all kinds of weather. Normal scheduled work hours are generally Monday-Friday, 8:00 a.m. – 5:00 p.m. Subject to irregular or extended work hours as necessary and to being called in at any hour in emergency situations. Must be adaptable to changing working hours, working overtime, work environment, and learning new skills and techniques as required.