



Position: W&S Engineering Technician

We will interview qualified applicants for this **Full-Time Position** who meet the following job requirements:

Under general supervision, this position 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. Ensure that all work meets the established standards of CUB and other regulating agencies. 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 the Board'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.

DUTIES AND RESPONSIBILITIES:

1. Reads, interprets and works from maps, graphical user interfaces, and electronic databases.
2. 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. 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.
6. Uses AutoCAD to create and/or modify electronic drawings as needed by the Water & Sewer Department.
7. Uses Global Positioning System (GPS) to locate water and sewer assets in the field to modify the electronic drawings.
8. Install/Download electronic equipment in the field for water and sewer system operational information.
9. Presents a positive image of the CUB and a caring attitude toward our employees and customers.
10. Performs other tasks and duties as directed.

EDUCATION, AND TRAINING:

High school education or equivalent. Experience in Auto-CAD and/or ESRI mapping software or proven professional work history in a related field will be considered a plus (A.S. degree in an electronic mapping related field 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 a valid Tennessee Driver's License



ABILITIES AND SKILLS:

Must have the ability to prepare and maintain detailed and precise records of work performed in electronic format and understanding water/sewer drawings. Must have knowledge of and ability to work within the safe work methods and safety regulations pertaining to the work.

Must possess demonstrated skills in establishing and maintaining effective working relationships with those contacted in the course of work, effectively communicating with people and the ability to deal with customers and other departments tactfully. Individual must possess strong teamwork abilities and be capable of exercising initiative and good judgment in performing duties. Must have the ability to be trained to use all equipment, tools, instruments, etc., necessary to perform all work required in the classification and must obtain any required certifications.

Other additional qualifications we will consider in evaluating the applicants include attitude, experience, safety record and personnel record (i.e. past job performance and employment history)

This position is subject to pre-employment drug screening, random drug testing, and adherence to the Board's standard for a drug-free workplace. Employment process includes a background check and physical, which includes drug testing. A detailed job description is available for review upon request.