

Class Code: K15
City of Anaheim
Class Specification

Classification
WATER ENGINEERING REPRESENTATIVE

Definition:

To act as liaison and explain policies, procedures, and fees to developers, contractors, utility companies and general public; issue public right-of-way, excavation and construction permits; and coordinate activities with other City Departments and divisions.

Typical Duties:

Reviews plans; coordinates input and revisions; and issues construction permits.

Checks submittals and plans for conformance requirements; advises the public concerning city ordinance and code requirements; and accepts plans.

Takes and processes water meter applications.

Calculates and compiles engineering requirements on water utility permits.

Calculates sewer and drainage assessments.

Coordinates and meets with engineers, developers and utility companies.

Processes open work order requests and reviews for final completion.

Maintains flow test files and provides assistance to the general public on pressure calls.

Processes and makes recommendations for the issuance of temporary permit requests.

Updates and revises permit forms; revises permit fees.

Processes utility annexation agreements.

Coordinates engineering activities with a variety of individuals, groups and organizations.

Performs other job-related duties as required.

Minimum Requirements:

Experience:

Equivalent to extensive experience comparable to a Principal Water Engineering Aide or Principal Utilities Engineering Aide.

Knowledge of:

Elementary hydraulics and hydrology.

Principles and practices of civil engineering.

Methods and materials in the construction of public works and utilities facilities.

Policies and regulations governing the construction, extension and maintenance of system and facilities associated with the area of assignment.

Methods and techniques of engineering, drafting, mapping and estimating.

Ability to:

Perform technical research and provide reliable advice on engineering problems.

Communicate effectively, orally and in writing.

Perform complex engineering calculations with speed and accuracy.

Prepare complete plans and estimates of routine public works and utility projects.

Assist in design work and perform some complex duties.

Use and care for engineering and drafting instruments and equipment.

Draft and assist in design work including maps, plats, sketches, plans, graphs, charts, and other related materials.

Note:

Possession of or ability to obtain a valid California Driver's License.

Supervision Received:

Works under technical supervision. Work in progress and completed work is reviewed periodically by an Principal Water Engineer or Associate Engineer-A.

Supervision Exercised:

May provide training and lead supervision to Engineering Aides but does not hire, evaluate, or dismiss employees.

Career Ladder Information:

Experience in this class may serve to meet minimum requirements for promotion to Assistant Engineer-A.

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

New Class 9/90 - C. Harris
Class Concept - Advance Journey Level
Unit of Representation - AMEA
Doc: CS1104