

THE YORK WATER COMPANY
Job Description

JOB TITLE: Engineering Technician

EXEMPT: Yes

DEPARTMENT: Engineering

DIVISION: G & A

LOCATION: Distribution Center and other
company facilities as necessary

REPORTS TO: Engineering Manager

PREPARED BY: Human Resources

DATE: July 2023

APPROVED BY: COO

DATE: July 2023

SUMMARY: Assist with the planning, design, permitting, and construction of Company facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Coordinate the planning, application, design, and construction of new customer service lines.
2. Review active construction projects to ensure that specifications, plans, procedures, and permits are being followed.
3. Assist in the preparation of permit applications, reports, etc.
4. Conduct hydrant flow tests.
5. Maintain, organize, and archive data regarding company assets (drawings, specifications, etc.)
6. Gather field data using various equipment, including global positioning system (GPS) collection units.
7. Coordinate responses to external requests for mapping data (PA One Call, governmental agencies, etc.)
8. Develop drawings in computer-aided design (CAD) format for Company projects.
9. Be available for emergency duty as assigned.
10. Consistently demonstrate positive and professional behavior with all individuals contacted on behalf of the Company including customers and employees.

QUALIFICATION REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

- Associate degree in engineering technology, Computer Aided Design (CAD), or related discipline from an accredited educational institution
- Minimum of 2 years of related work experience required.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possess a valid PA driver's license.
- Backflow Device Tester Certification and a PA Class E Water System Operator's license required within one year of employment.

OTHER SKILLS AND ABILITIES:

- Significant course work and experience with AutoCAD software products is essential.
- Proficiency with Microsoft Office, ESRI Geographic Information System (GIS) products, and GPS equipment is highly desirable.

OTHER SKILLS:

- Strong and effective communication and presentation skills, both oral and written.
- Strong comprehension skills.
- Strong problem-solving and critical-thinking skills.
- Ability to read, analyze, and interpret drawings, graphs, formulas, technical journals/documents, or governmental statutes and regulations.
- Proficient use of standard office equipment.
- Proficient in Microsoft Suite products.
- Proficient use of AutoCAD, GIS software, GPS software and hardware.
- Proficient with Engineer software packages such as WaterCAD and SewerCAD.

PHYSICAL DEMANDS:

- Required to sit for extended periods of time.
- Required to sit, stand, and walk; occasionally required to stoop, kneel, crouch, and ascend and descend stairs.
- Required to reach with hands and arms and push items overhead.
- Regularly lift/move up to 15-25 lbs.
- Required to talk, hear, and see. Vision requirements for this position include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus and ability to differentiate between colors.
- Dexterity is mandatory as this job requires frequent use of hands and fingers, including keystrokes on computer keyboard and calculator.
- The employee must be able to work under stress and work additional hours to meet reporting deadlines.
- Ability to drive a company-owned vehicle to visit field operations as necessary.
- Ability to wear personal protective equipment (PPE) including gloves, hard hats, safety glasses, and other PPE as required.

WORK ENVIRONMENT:

- The position primarily works in an office environment.
- The noise level in the work environment is usually moderate.
- Frequent interactions with other employees.
- While performing the duties of this job, the employee frequently works in outside weather conditions.

THIS IS A SAFETY-SENSITIVE POSITION AND WOULD REQUIRE COMPLIANCE WITH ALL APPLICABLE SAFETY GUIDELINES AND REGULATIONS.