



Title: Engineering Technician I

Date Printed: 09/24/2018

Job Posted On: 09/11/2018

Posting Expiration Date: 10/10/2018

Work Location: Los Angeles, California,

Description

The Metropolitan Water District of Southern California is a consortium of twenty-six cities and water districts that provides drinking water to nearly 19 million people in Southern California. Metropolitan's mission is to provide its service area with adequate and reliable supplies of high quality water to meet current and future needs in an environmentally and economically responsible way. Metropolitan's facilities include the 242-mile Colorado River Aqueduct, five conventional water treatment plants with a combined capacity of 2.3 billion gallons per day, nine surface water reservoirs, 800 miles of pipeline, and 16 hydroelectric power plants.

ENGINEERING TECHNICIAN I

The Engineering Services Group, of the Metropolitan Water District of Southern California currently has one (1) opening for an Engineering Technician I within the Facility Design Team. This position is located at Metropolitan's Headquarters in Downtown Los Angeles, CA.

This Engineering Technician I position will learn and assist with: reviewing contractor submittals, including data, catalog and calculation sheets on different types of buildings, structures, pipelines and equipment; coordinating and communicating with design management and other District design disciplines, project management staff and construction personnel; processing contractor submittals and record drawings, including preparing transmittal letters; developing procedures for reviewing and recordkeeping of contractor submittals and record drawings; performing initial review of all submittals to assure minimum standards are met; researching, drafting, computing, checking and filing work as needed, in the preparation of plans, designs, estimates, and specifications for the construction, maintenance and operation of a variety of projects; and performing logging, distributing and tracking of all submittals.

JOB DUTIES

1. Learns and assists with conducting analyses and investigations of technical issues and preparing reports.
2. Learns and assists in conducting technical studies, tests, inspections and research for area of responsibility.

3. Learns and assists to prepare estimates, plans, and specifications.
4. Learns and assists with developing and preparing presentations.
5. May serve on a project team.
6. Learns and assists to maintain databases within area of responsibility.
7. Learns and assists with updating standards, procedures, guidelines and manuals.
8. Perform other related Engineering Technician job duties as required.

Required Skills

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Education and Experience:

High school diploma or High School Equivalency certificate, and two years of accredited college or university in engineering and two years of relevant experience.

Relevant experience is defined as experience in one or more of the following areas: processing contractor submittals including logging, distributing and tracking of submittals; developing and maintaining procedures for reviewing and recordkeeping of submittals; and/or construction field observation, coordination and recordkeeping of contractor submittals and record drawings.

General Required Knowledge of: Arithmetic, algebra, geometry, trigonometry; design principles; technical research, analysis and report preparation; and current office equipment and technology.

General Required Skills and Abilities to: Perform calculations; read plans, specifications and drawings; use current office equipment and technology; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships and those contacted in the course of work; work independently and in a team environment; and operate current office equipment including computers and supporting applications.

Certificates, Licenses, and Registrations Requirements

- Valid California Driver's License or equivalent from state of residency that allows you to drive in the course of your employment.

Working Schedule: 9/80 with alternating Fridays off

Job Related Selection Criteria:

- 40% Technical Knowledge and Skills in submittal review and document control
- 20% Job Preparation (education, experience and training relevant to the position)
- 10% Teamwork and Interpersonal Effectiveness
- 10% Customer Service
- 10% Written Communication
- 10% Oral Communication

Benefits

BENEFITS

- Competitive compensation
- Excellent medical, dental, life, vision and retirement plans, including pension plan and 401k (with

matching contribution), tuition reimbursement, and more

- Training and advancement opportunities
- On-site fitness center
- Excellent working environment
- Hub of public transportation: rail, subway, buses, and taxis
- Public transportation reimbursements and van pools

For more information on MWD benefits, please use the following link:

http://www.mwdh2o.com/PDF_Careers/benefits.pdf

This job announcement has been designed to indicate the general nature and level of work being performed by employees in this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. To receive a copy of the complete job description, please send an email to jobs@mwdh2o.com.

The Metropolitan Water District of Southern California is committed to providing reasonable accommodations to qualified individuals with disabilities. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process, please call (213) 217-7738 or email jobs@mwdh2o.com.

MWD is a Federal and State EO employer – Veterans/Disabled and other protected categories.

Kind: Full Time

Level: Staff Position

Apply

To apply for this position, please copy and paste the following link into your browser address bar:

<https://mwdh2o.contacthr.com/64640372>

[Go to Diversity.com](http://Diversity.com)

Diversity.com is the most trusted and affordable resource for any organization in search of diverse professionals, managers and executives. Founded in September 2000, Diversity.com is a privately held, 100% African American family owned small business with headquarters in Atlanta, GA. We market our recruitment services nationwide to all types of industries, organizations and communities with particular emphasis on attracting talented science, technology, education and medical savvy men and women.