



## POSITION DESCRIPTION

<b>Position Title:</b> Engineering Technician	<b>Working Title:</b> Engineering Technician
<b>Hours/FTE:</b> Full time, 40 hours/week	<b>Exempt Status:</b> Not Exempt
<b>Program:</b> Engineering	<b>Supervisor:</b> Andy Sorter, P.E.
<b>Pay Range:</b> \$5,458-\$6,488 per month	<b>Closing Date:</b> Open until filled

### Position Summary

The Engineering Technician completes field visits and assessments, assists with topographic surveys, and completes engineering designs under direction of a Professional Engineer. The Engineering Technician also assists in project coordination, contracting, permitting and construction oversight.

### Primary Job Responsibilities

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Conduct field investigations and surveys and assemble data needed in the design of conservation practices for structural and non-structural solutions to problems with water quality, erosion, drainage, fish and wildlife habitat, flooding, and threats to agriculture.
- Develop engineering designs that meet objectives of the landowner and improve natural resources.
- Provide technical support to farm planners to design and implement BMPs identified in farm plans.
- Provide technical assistance in the field with the use of surveying equipment, spreadsheets, modeling software, manual calculations, and field sketches. Assist with the preparation of GIS maps, CAD drawings, construction plan sets, and permit applications.
- Assist professional engineer in preparing preliminary designs, final designs, construction drawings, construction standards, specifications and contracting, and construction records for BMPs of varying complexity.
- Review and comment on submittals from engineering contractors.
- Assist with construction stake-out work for construction, inspect and provide oversight for work under construction, and provide necessary interpretations of the drawings and specifications needed to determine conformance with the design, standards, specifications, and permits.
- Coordinate with other staff to respond to project inquiries from regulators and others.
- Assist staff in creating educational materials for land users and organizations.
- Support staff in developing landowner agreements, tracking budgets, reviewing reimbursement requests, and following cost-share guidelines.
- Prepare documents to support new project applications and track existing projects.
- Attend conservation district staff and team meetings and other local, area and state meetings as needed. Attend training sessions and workshops, mainly to improve your understanding of NRCS Field Office Technical Guides (FOTG).
- Provide project-level information to staff for entry into the Washington State Conservation Commission database and prepare reports on activities, including progress toward project goals.
- Assist in collection of land survey field data for topographic map creation.
- Complete other duties as assigned.

## **Job Qualifications**

### Required knowledge, skills, and abilities

This position requires an understanding of engineering in the context of natural resource management. Experience is desirable in field inventories and assessments, engineering design, project management, construction inspections, topographic surveys, geotechnical assessments, construction staking, and permitting.

- Knowledge of soil and water conservation principles, techniques, methods, and practices to apply and install conservation systems and habitat restoration in a variety of rural and suburban settings.
- Familiarity with topographic surveying.
- Experience with AutoCAD Civil 3d and drafting of engineering plan sets and specifications.
- Knowledge and experience in applying engineering principles to improve natural resources and ecosystem processes.
- Ability to assist staff to motivate landowners to adopt and implement BMPs on their properties. This may include presenting to individuals, public groups, students, organizations, or clubs.
- Knowledge and skills in Microsoft Office products, database entry, email, and calendar software.
- Ability to effectively use a variety of tools (e.g. tablet, GPS, stream flow meter, camera, etc.) to collect, disseminate, and record natural resource data.
- Ability to work alone or closely with others in the field or in a public office environment.
- Ability to organize and plan own schedule of activities related to requests from staff and management.
- Ability to maintain accurate records regarding time-keeping and authorized expenses.

### Other desirable certifications, knowledge, skills, and abilities

- Bachelor's degree in engineering and/or survey experience/education. Employment experience may be accepted in lieu of a degree.
- Engineering-In-Training (EIT) Certification
- Knowledge of NRCS guidance, including Field Office Technical Guide, engineering design processes, technical standards, and specifications to investigate, plan, and design BMPs.
- Project management experience
- Familiarity with local, state, and federal permitting landscape
- Familiarity with habitat restoration, green stormwater infrastructure, and agricultural conservation practices
- Familiarity with Smartsheet
- Familiarity with practice of data collection in conducting topographic surveys

### Physical Requirements and Working Conditions

This position includes both office and field work and regular travel to job sites. Most of the field work is conducted in a natural environment with rough and sometimes dangerous terrain. This position requires the ability to:

- Work outdoors in **all** weather conditions and on rough or uneven terrain.
- Sit or stand for long periods of time in a standard workday.
- Lift, pull, carry, push up to 40lbs.
- Bend, twist, squat, kneel/crawl, reach overhead, etc.
- Use finger dexterity and fine manipulation.
- Comfortable in the safe use of machetes
- Drive a District vehicle when travel is needed and safely operate a motor vehicle on both public and private roads during daylight and occasionally after dark. Must hold a valid, unrestricted Washington State driver's license (or have the ability to acquire upon hire).
- Occasionally work on evenings and weekends

**Work Location**

The position will work out of our Shelton office with the option to work remotely part of the time. Some essential functions of this position require in-office or on-site work at specific times.

**Employment Application**

Send a cover letter, resume and references electronically to: [accounting@masoncd.org](mailto:accounting@masoncd.org)

**Benefits**

The District provides a comprehensive benefits package that includes the following:

- Vacation accrual begins at eight (8) hours per month and increases based on years of service;
- The District recognizes twelve (12) holidays per year, which includes one (1) personal holiday;
- Sick leave accrual at eight (8) hours per month;
- Participation in the Washington State Public Employees Retirement Systems (PERS);
- The District covers 100% of employee health care costs and 90% of dependents' cost

**Mason Conservation District is an Equal Opportunity Employer**

*Please let us know if you need any accommodation to participate in the application process.*