

	Job Classification:	Engineering Analyst
	Representation:	SEIU Local 1021 Union
	Wage Schedule Range:	24
	FLSA:	Non-Exempt
	Effective Date:	July 1, 2015
	Revision Date:	February 2018

Classification specifications, i.e. Job Descriptions are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Furthermore, specifications are not intended to reflect all duties and responsibilities of an incumbent in the classification.

Summary

Under general supervision this single position class shall perform engineering technical service support and right-of-way agent duties for the District, including but not limited to GIS/CAD functions, review of developer projects, customer service support, land management/property issues including drawings/mappings, legal descriptions, website, databases, and special projects that cross departmental lines; and other duties as assigned.

Incumbents at this level exercise considerable initiative and independent judgment and will only receive occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operation procedures and policies within the District.

Supervision Received and Exercised

General direction is received from the District Engineer and/or Senior Civil Engineer, General Manger. May have lead responsibilities over multidisciplinary teams and consultants for a specific task or project.

Essential Duties - *The following duties are typical for this position. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address District needs and changing business practices. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.*

- Represent the District as directed and make recommendations on land/property claims, issues, management, acquisition transactions and special projects with property owners, business groups, and outside agencies.
- Preparation of legal descriptions, exhibits and maps.
- Provide technical support to all departments of the District including the General Manager and District’s legal counsel when necessary;
- Receive and respond to a wide variety of customer concerns, property-related issues, or technical-information requests.
- Analyze problems, perform research, identify alternative solutions, make and implement recommendations upon consultation with Department Head(s).

- Research and locate District facilities and improvements.
- Ensure development, implementation, maintenance and update, documentation, and dissemination of the District's computerized mapping, GIS, and systems maintenance programs and databases; trains District staff in their use.
- Confer with engineers, developers, property owners, utilities, governmental agencies, and contractors on technical matters including property, rights-of-way and easements.
- Conduct analysis and research projects related to work performed.
- Confer and coordinate with District's legal counsel, management, and Board of Directors regarding procedural and legal practices relating to real property interests, including but not limited to acquisition, relinquishment, eminent domain proceedings, quiet title actions and injunction.
- Review submissions and applications for use permits, land subdivisions, abandonment of public easements and variances; advises applicants and outside agencies of right-of-way and encroachment requirements and conditions of approval.
- Negotiate, review, facilitate contract/agreement implementation and administration related to property with property owners, public agencies, and public utilities for the acquisition and granting of property rights.
- Handle commercial accounts for Customer Service including preparing cost-to-serve estimates, verification of account status, and ensuring compilation of usage data.
- Prepare a variety of technical documentation, written reports, agreements and correspondence.
- Assist with District website and database maintenance.
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain an effective and cooperative working relationship with coworkers through knowledge of work, personal and professional conduct, and good judgment.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Perform related duties as assigned or required for the ongoing operation of the District's business.

Qualifications - *Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying.*

Knowledge of:

- Principles, practices, instruments, laws, and regulations of real property and property rights appraisal, acquisition, management and transfer.
- Principles and practices of CAD/GIS as it relates to engineering design and mapping.
- Project development in regards to water and wastewater service.
- Basic principles and practices in design and construction of engineering public works projects.

- Principles and practices of advanced property research, including easements, deed, right-of-way, land title examination, and eminent domain.
- Advanced effective customer service principles and practices related to assisting developers and property owners.
- District regulation and policies.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Principles and practice of records organization and management including maintenance of both hard copy and electronic engineering records for long-term access.
- Basic arithmetic and engineering mathematical calculations.
- Principles and Practices of effective customer service.
- Software necessary to perform essential functions including but not limited to Microsoft Office Suite programs, AutoCAD, GIS, Dreamweaver, Adobe Suite, Word Press, etc.
- Standard business practices such as letter writing, report writing, preparing informational materials in visual formats.
- English language usage, spelling, grammar, and punctuation.

Ability to:

- Conduct property title searches, using record maps and documents, county assessor's office and title company records as needed.
- Draft and read real property legal descriptions.
- Perform the most complex duties related to the processing of development services applications.
- Read and interpret parcel/property maps, title reports, improvement/development plans and specifications, District system and facility maps.
- Plan, coordinate, and organize work to meet deadlines with accuracy, thoroughness, and attention to detail.
- Adapt to rapidly changing priorities and deadlines.
- Analyze complex technical and administrative problems, evaluating alternative and practical solutions and implementing effective courses of action.
- Negotiate effectively with developers, property owners, public agencies and the public.
- Identify and interpret technical and numerical information.
- Use computer software, hardware, and equipment typically used in the performance of assigned duties and responsibilities.
- Create graphics or other visual aids.
- Work cooperatively with District management, District employees, developers, outside agencies, nonprofit organizations, and the general public.
- Adapt to changing technologies and learn functionality of new equipment and systems
- Plan, coordinate, and organize work to meet deadlines with accuracy, thoroughness, and attention to detail.
- Work independently and prioritize multiple tasks often under time constraints and with limited supervision.

- Read, understand and carry out written and oral directions in a clear, concise, and consistent manner.
- Operate a variety of automated office machines typical of a work environment such as a multi-function printer/copier/scanner machine, fax machine, and laminator.
- Operate a computer for the effective operation of the Department including word processing, database, spreadsheet, presentations, e-mail, and internet.
- Communicate clearly and concisely both orally and in writing with District staff, co-workers, consultants and the public in one-to-one and group settings.

Education and Experience – *Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying:*

- Equivalent to a Bachelor’s degree from an accredited college or university with major course work in business, engineering, or a technical field.
- Five (5) years’ of progressively responsible experience in the water and wastewater services working environment as well as acquisition, management, and transfer of real property.
- Experience with a public agency including easements and eminent domain proceedings and law is desirable.

Physical Requirements

While performing the duties of this job, the employee is regularly required to sit at a desk and in meetings for long periods of time, on a continuous basis; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation with fingers; reach with hands and arms; use a telephone or other electronic communication devices; stand for long periods of times at counter, copy or fax machines; communicate orally and through written means; use standard office equipment such as computers, copiers, and FAX machines; write or use a keyboard to perform assigned duties; bend, squat, climb, kneel and twist while checking equipment; stand and/or walk over both even and uneven ground; occasionally climb stairs, stoop, kneel, crouch, or walk and/or stand on slippery surfaces; occasionally lift and/or move up to 25 pounds; hearing and vision within normal ranges with or without correction.

Work Environment

Work is generally carried out in a typical office setting with regular field visits occasionally traversing uneven terrain and inclement weather. While performing the duties of this job, the working conditions are those of a typical office environment, with temperatures occasionally too warm or too cold, moderate noise levels and under lighting conditions typical of an office. Travel will be necessary on an occasional basis via District vehicle (or may request to use personal vehicle) for District related duties and activities.

Additional Requirements

- 18 years of age.
- Valid California Driver's License issued by the California Department of Motor Vehicles.
- Eligible to work in the United States.