



Engineering Technician

Costa Mesa Sanitary District



"Keeping our water environment pollution free."

The Community

Located in the heart of Orange County, California, the Costa Mesa Sanitary District (CMSD) provides sewer and refuse collection services to residents and businesses in the City of Costa Mesa and a small portion of the City of Newport Beach. The “City of Arts” is home to South Coast Plaza (a world-class shopping center), Upper Newport Bay (one of the largest coastal wetlands), along with pristine beaches, the annual Orange County Fair (one of the largest fairs in the United States), hundreds of high-quality dining experiences and a renowned performing arts center; all making this community a premiere destination spot to live, play and visit.

Community assets also include Vanguard University, which was the first four-year college in Orange County and Orange Coast College, with around half of their on-campus students enrolled in one of their Career and Technical Education programs and an enrollment average of about 22,000 students per semester. Costa Mesa offers 29 parks, a municipal golf course, a private golf course, 14 public schools (including a number of California Distinguished Schools), and three libraries. A coastal community, residents and visitors enjoy an average day high temperature of 68 degrees.



The District

The Costa Mesa Sanitary District (CMSD) is a premier independent special district formed in 1944 under the Sanitary District Act of 1923. CMSD is recognized by the California Special Districts Association as a District of Distinction and is considered an industry leader in protecting the environment. In February 2011, the U.S. Green Building Council certified the District's new Corporate Yard a "Platinum" LEED building, the highest certification issued by USGBC. At that point, the District's Yard was only one of fourteen government buildings in the State of California to be Platinum LEED certified.

Serving a population of approximately 118,000, CMSD's boundaries encompass the city of Costa Mesa, small portions of Newport Beach and unincorporated Orange County. As a sanitary district, we are responsible for residential solid waste (trash) collection and its transmittal to recycling facilities for sorting, recycling, and disposal. Additionally, we maintain a wastewater (sewer) collection system that collects and transmits wastewater to Orange County Sanitation District facilities for treatment and disposal. These core responsibilities are accomplished through a combination of public and private services, which include an in-house administrative and wastewater maintenance staff and a privately contracted trash hauler, attorney, and treasurer.

Mission Statement

To protect public health and the environment for current and future generations

Vision Statement

Leading a community that is free from solid waste and wastewater pollution

Our Just Cause

Keeping our water environment pollution free

Our Core Values

- **Balance:** *We value a healthy work and life balance.*
- **Dedication:** *We provide services in a manner that is competent, courteous and responsive.*
- **Fiduciary Responsibility:** *We provide the highest quality of service at fair, equitable and competitive rates.*
- **Integrity:** *We act ethically and honestly.*
- **Professional Development:** *We are continuously learning best practices and implementing advanced technology.*
- **Respect:** *We treat customers, employees and the general public with mutual respect, sensitivity and empathy.*
- **Teamwork:** *We support, trust, value and empower our colleagues.*
- **Transparency:** *We believe in an open government where information and documents are easily accessible to the public.*



The Position

The Engineering Technician position is a journey-level classification that is fully competent to perform a variety of responsible duties to assist in the provision of District services to the public. Incumbents perform a broad range of detailed, administrative, and technical support activities and are expected to know technical and specialized rules, regulations, policies, procedures, and activities related to the District's permit function, including plan review, inspection techniques and methods, processing permit applications and issuing permits in accordance with established requirements, and conducting environmental impact assessments under supervision of the District engineer.

Under general supervision, performs technical/paraprofessional engineering and administrative tasks related to the issuance and processing of sewer permits including plan checking and calculating and collecting associated fees; reviews minor grading and site plans for elevational relationships for sewer facilities; schedule and may perform private sewer inspections; assists in the District's Fats, Oils, and Grease (FOG) program; explains ordinances, requirements, and District codes and procedures to building contractors, architects, engineers, builders, and the general public; assists with the District's GIS program, Sewer CCTV video program, DigAlert program, and Asset Management program; and performs related work as required.



Qualifications

Knowledge of:

- Basic construction and traffic safety principles and practices.
- Basic civil engineering and construction principles and practices.
- Engineering plans, legal descriptions, right-of-way procedures, drawings, and blueprints.
- Engineering and inspection principles and concepts.
- Processes for calculating fees, reviewing plans and issuing permits.
- Inspection methods, techniques, principles and concepts.
- Organization, procedures, and operating details of various District programs.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures.
- Business letter writing and basic report preparation.
- Business arithmetic and basic statistical techniques.
- Principles of record keeping and correspondence/report preparation.
- Basic understanding and knowledge of GIS systems.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.



Qualifications (continued)

Ability to:

- Perform engineering and mathematic calculations with speed and accuracy.
- Understand and explain District policies, procedures, fees, and codes and regulations to the general public, permit applicants, and District staff.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Read and interpret plans, specifications, related construction documents, and maps.
- Calculate fees and/or penalties from plans.
- Perform detailed, technical, and specialized program and permit support work.
- Perform the full range of office and administrative support duties and tasks.
- Respond to and effectively prioritize multiple phone calls, walk-up traffic, and other requests and interruptions.
- Compose correspondence and reports independently or from brief instructions.
- Maintain accurate logs, records, and basic written records of work performed.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Make accurate arithmetic, financial, and statistical computations.
- Operate office equipment and computer applications related to the work.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Techniques used in dealing with the public and customer service.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Associate's degree in engineering or related field and one (1) year of customer service experience, including a high level of public contact.

Licenses and Certifications:

- Valid Class C California driver's license and satisfactory driving record.
- Ability to obtain Pipeline Assessment Certification issued by National Association of Sewer Service Companies within 14 months of employment



Compensation & Benefits

The compensation for the Engineering Technician is \$75,906.75 - \$102,474.11 annually. In addition, the District offers a generous benefits package that includes, but is not limited to:

RETIREMENT BENEFIT California Public Employees Retirement System (CalPERS). The monthly retirement allowance is determined by age at retirement, years of service credit and final compensation. Employees with previous public pension service that meet eligibility criteria are enrolled in the 2% at 60 plan, while employees hired on or after January 1, 2013 are enrolled in the 2% at 62 plan. In both plans, employees pay the employee contribution (50% of the Normal Cost) and the District pays the employer contribution (varies).

FLEXIBLE BENEFITS PLAN Up to \$1,700 monthly for the purchase of individual or family health coverage, dental plans, vision coverage, additional life insurance, and other optional benefits based on elected medical plan tier.

WORK SCHEDULE 9/80 alternative work schedule.

INSURANCE PLANS Medical, dental, vision, life insurance, supplemental life insurance, accidental death & dismemberment (AD&D), and long-term disability, and optional Aflac Plans.

CELL PHONE ALLOWANCE – \$479.96 annually.

EMPLOYEE ASSISTANCE PROGRAM Confidential counseling, education and referral on work and life challenges 24 hours a day, seven days a week.

RETIREMENT HEALTH SAVINGS PLAN Employees contribute 1%; District matches 1%.

BILINGUAL PAY \$140 for speaking; \$180 for speaking, reading for certified employees.

DEFERRED COMPENSATION PLAN (457B) Voluntary 457 deferred compensation program. Includes loan option.

TECHNOLOGY LOAN PROGRAM Interest free loan up to \$2,000.

TUITION REIMBURSEMENT PROGRAM Reimbursement of up to \$5,000 per year.

GYM MEMBERSHIP REIMBURSEMENT Up to \$25 per month.

REWARDING IDEAS PROGRAM Rewards ranging from \$100 to \$1,000.

SICK LEAVE 3.70 hours per pay period.

VACATION 92 to 284 hours annually based on years of service with voluntary cash-out option.

HOLIDAYS 12 paid holidays plus 2 floating holidays.

BEREAVEMENT LEAVE Up to 5 days.

More detailed information on the benefits offered can be found in the Employee Handbook beginning on page 57, which is on the District's website under the Human Resources Department.

This recruitment will be open until filled. For more information and to submit your application visit:

<https://www.governmentjobs.com/careers/cmsdca>

Or scan the QR code below:

