

# Auburn Water & Sewerage Districts Position Description

## Engineering Technician

**Department:** GIS

**Effective Date:** February 2013, revised April 2026

**Reports To:** District Engineer

**Grade Level:** 8

### GENERAL SUMMARY:

Under the general supervision of the District Engineer, performs skilled technical and semi-professional engineering work to support all engineering functions, tasks, and projects, with a focus on creation of maps/drawings, maintenance of related GIS data and, oversees the strategic management of District Assets. Work is performed under general supervision and is subject to review through observation, results achieved, and compliance with generally accepted procedures.

### ESSENTIAL JOB FUNCTIONS:

- ◆ Drafts detailed construction plans, maps, and as-built construction plans for sanitary sewers, water lines, and site developments using rough sketches or preliminary plans created by other staff. Updates as-built plans and records as required.
- ◆ Creates engineering drawings using AutoCAD software. Performs data entry into GIS system and draws map features.
- ◆ Organizes and maintains GIS related data for ease of access. Supports all staff by providing engineering data, historical records, and related information as needed.
- ◆ Performs basic survey work in the field in collaboration with the field survey crew, with a primary focus on taking elevation measurements. Reduces and plots field survey notes. May work as survey crew party chief.
- ◆ Assists professional staff with project design and designs less complicated projects independently.
- ◆ Performs field research as necessary to determine water/sewer infrastructure (water and sewer locates).
- ◆ May inspect construction for compliance with plans and specifications, including water and sewer connection inspections.
- ◆ May prepare material lists from construction plan take-offs and maintain stock records and inventory.
- ◆ Updates and maintains the GIS system.
- ◆ Maintains regular, predictable and reliable attendance
- ◆ Maintains excellent communication and fosters a collaborative working environment with all departments as well as with the public
- ◆ Places an emphasis on safety, efficiency, quality, and productivity
- ◆ Follows all District policies
- ◆ Performs special projects and other related duties as required, directed, or as the situation dictates.

### SUPERVISORY RESPONSIBILITY

Directly supervises the Asset Management Technician and oversees and interacts with anyone working on GIS and asset management software including staff, interns or outside agencies.

### EDUCATION & EXPERIENCE:

Duties require knowledge equivalent to a Bachelor's Degree in Civil, Sanitary, or Environmental Engineering and one to three years of experience in engineering-related work and construction. Must possess and maintain a Class 3 Water Distribution System Operators License, class 2 Sewer Collection System License and a valid State of Maine driver's license, or the ability to obtain these licenses within 12 months.

### KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Knowledge of engineering principles and construction commensurate with semi-professional work.
- ◆ Ability to perform fairly complex calculations accurately and to define and resolve routine and moderately complex problems.
- ◆ Knowledge of drafting methods, materials, and equipment.
- ◆ Ability to operate engineering related equipment, including survey equipment, GPS unit, and plotters/blueprint machines.
- ◆ Ability to effectively operate computers and assigned software, including Microsoft Office, Adobe Acrobat, Photoshop, ArcMap, and AutoCAD.
- ◆ Ability to carry out oral and written instructions without direct supervision.
- ◆ Ability to communicate effectively, to maintain effective work relationships, and to deal with the public in a courteous and tactful manner.

**WORKING CONDITIONS & PHYSICAL DEMANDS:**

The majority of work is performed in a normal office environment, not subject to extreme variations of temperature, noise, odors, etc. Operates computer, plotter/blueprint machine, printer, photocopier, and other basic office equipment. Work requires extended periods of sitting, reaching, typing, and mousing, which requires eye-hand coordination and finger dexterity.

Some work is performed outdoors in all weather conditions, for example, operating survey equipment, GPS unit, and vehicle.

***The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.***

**\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.**

***This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.***