



PS-ENGINEER TECH II

CHARACTERISTICS OF WORK:

This position involves technical and administrative work of an advanced nature involving the correlation, review, and verification of technical data and information. Incumbents assist in the assembly, review, analysis, and evaluation of economic and technical data, documents, plans, specifications, and other information submitted by applicant organizations seeking authorization for the rendition of specified public utility service. Other activities include review of construction plans, specifications and contract documents; verification of cost estimates; and inspection of construction in progress. Incumbents also monitor all construction projects to verify the cost of the project. Incumbents quarterly inspect all privately owned, regulated utilities.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Bachelor's Degree from an accredited four-year college or university;

OR

Education:

An Associate's Degree from an accredited two-year college or technical school;

AND

Experience:

Two (2) years of experience related to the described duties;

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be

used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Field of Vision: Ability to observe an area up or down, left or right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

Accommodation: Ability to adjust focus.

Color Vision: Ability to identify colors.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Taste/Smell: Possesses the ability to use the sense of smell to recognize and distinguish odors. Possesses the ability to use the sense of taste to recognize and distinguish flavors.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to stand; walk; sit; and stoop, kneel, crouch or bend. The incumbent is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and climb or balance.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity: Exhibits behaviors showing a strong internal personal commitment to fundamental principles of honesty and fairness dealing in all activities related to job performance.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Accountability: Accepts responsibility for actions and results.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

TECHNICAL COMPETENCIES:

Analyzing and Processing Information: Complies, reviews, and verifies data and identifies the underlying reasons or facts of information by breaking down information or data into separate.

Reviews and verifies technical data and information. Assists in the analysis and evaluation of economic and technical data, documents, plans, specifications, and other information.

Attention to Detail: Is thorough when performing work and conscientious about attending to detail.

Reviews reports, documents, and plans for completeness, accuracy, and conformity to established policies and standards.

Inspection: Observes and examines privately owned utilities and construction in progress.

Inspects construction in progress. Inspects all privately owned utilities including water wells, tanks, mains, manholes, sewer lagoons, plans, and lift stations.

Monitors Processes, Materials, or Surroundings: Monitors and reviews information from materials, events, or the environment to ensure compliance and customer satisfaction.

Monitors construction undertaken by public utilities to ensure compliance with agency regulations. Monitors quality of service provided by various utilities and makes recommendations for improving service to customers.

Technical Competence: Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; understands technical information related to the job; advises others on technical issues.

Verifies unit costs and overall validity of construction proposals submitted by utilities. Assists in correlating technical data and information. Reviews construction plans, specifications, and contract documents.

Mediating Skills: Possesses the skills and/or techniques needed in order to improve dialogue between utility companies and customers of utility companies, aiming to help both parties reach an agreement on disputed matters.

Reconciles disagreements between company and customer.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Reviews the completeness and accuracy of reports and documents, and reviews unit costs and validity of construction proposals and project cost.
2. Monitors the construction and quality of services provided by various utilities.
3. Establishes and maintains a constructive, professional relationship with company personnel.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Reviews reports, documents, and plans for completeness, accuracy, and conformity to established policies and standards.

Verifies unit costs and overall validity of construction proposals submitted by utilities.

Monitors construction undertaken by public utilities to ensure compliance with agency regulations.

Monitors quality of service provided by various utilities and makes recommendations, when applicable, for improving service to consumers.

Verifies actual construction cost by site inspections.

Maintains a working relationship with operators and technical personnel at all regulated and non-regulated companies.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.