

THE YORK WATER COMPANY  
Job Description

JOB TITLE: Engineering Technician

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EXEMPT: Yes  
DIVISION: G & A  
LOCATION: Distribution Center  
REPORTS TO: Engineering Manager

DEPARTMENT: Engineering

PREPARED BY: Vice President – Engineering  
APPROVED BY: Human Resources Manager

DATE: July 2018  
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SUMMARY: Assist with the planning, design, permitting, and construction of Company facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Develop drawings in computer-aided design (CAD) format for Company projects.
2. Maintain, organize, and archive data regarding company assets (drawings, specifications, etc.)
3. Coordinate the planning, application, design, and construction of new customer service lines.
4. Gather field data using various equipment, including global positioning system (GPS) collection units.
5. Coordinate responses to external requests for mapping data (PA One Call, governmental agencies, etc.)
6. Assist in the preparation of permit applications, reports, etc.
7. Review active construction projects to ensure that specifications, plans, procedures, and permits are being followed.
8. Conduct hydrant flow tests.
9. Be available for emergency duty as assigned.
10. Consistently demonstrate positive and professional behavior with all individuals contacted on behalf of the Company including customers and employees.

## QUALIFICATION REQUIREMENTS:

### EDUCATION and/or EXPERIENCE:

Associate's degree in Engineering Technology, Computer Aided Design, or related discipline from an accredited educational institution, with a minimum of 2 years of related work experience, is required.

Significant course work and experience with AutoCAD software products is essential. Proficiency with Microsoft Office, ESRI Geographic Information System (GIS) products, and GPS equipment is highly desirable.

### LANGUAGE SKILLS:

Ability to read and interpret documents such as construction drawings, maps, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with customers, visitors, contractors or employees.

### MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as percentages, area, circumference, and volume.

### REASONING ABILITY:

Ability to solve practical problems. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### CERTIFICATES, LICENSES, REGISTRATIONS:

Possess a valid PA driver's license. Backflow Device Tester Certification and a PA Class E Water System Operator's license required within one year of employment.

### OTHER SKILLS AND ABILITIES:

Efficiently and accurately use office equipment.

### PHYSICAL DEMANDS:

See attached Essential Function and Physical Demands Analysis.

Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

The employee must be able to work under stress and occasionally work additional hours to meet deadlines.

### WORK ENVIRONMENT:

The noise level in the work environment is usually moderate. Typically works in an office setting, but will work in outside weather conditions.