SANTA CLARA VALLEY WATER DISTRICT
Discussion Draft Classification Structure
August 2008

Job Family*	Level of Series	Name of New Class Title	Minimum Qualifications**	Distinguishing Characteristics
Engineering Support Series	*The two (2) panels, Drafting and Non-Drafting, came to different conclusions. After review, FLA is recommending this series which is consistent with many other recommended series.*			
Engineering Technician I Engineering Technician II Engineering Technician III Assistant Surveyor I, Assistant Surveyor II Assistant Surveyor III Hydrographer I Hydrographer II Hydrologic Systems Analyst I -Well Ordinance Program Hydrologic Systems Analyst II -Well Compliance Program	1 of 3	Engineering Support Technician	High School diploma or G.E.D. supplemented by additional coursework in drafting/CADD, GIS, surveying, algebra/geometry/trigonometry, related engineering related sciences, or related field. One (1) year of related engineering, survey, technical related experience. **Licensing Requirements:** -CA Driver's License, Class C	This is the entry/experienced to journey level classification within this series. Incumbents perform a variety of engineering support functions depending on assignment. Duties include: conducting site observations and documentation; reading blueprints and plans; performing field survey activities such as location staking, setting up equipment and placing markers; preparing and reviewing maps, plats, visual aids, and graphic presentations; conducting field/site investigations and inspections; data collection and record keeping; researching, preparing and reviewing legal descriptions and plats; maintaining related data and reports; operating, monitoring and calibrating equipment; creating plans and plats; and

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				performing related calculations. The Engineering Support Technician is distinguished from the Engineering Support Technician, Senior in that the latter may serve as a leadworker or designated technical resource.
Senior Engineering Technician Senior Surveyor Survey Party Chief Hydrographer III Senior Hydrologic Systems Analyst – Well Compliance Program	2 of 3	Engineering Support Technician, Senior	High School diploma or G.E.D. supplemented by additional coursework in drafting/CADD, GIS, surveying, algebra/geometry, related engineering related sciences, or related field. Five (5) years of engineering support experience in surveying, drafting/CADD, inspection, permitting, and/or related engineer technician work is required. **Licensing Requirements:** -CA Driver's License, Class C -CA Land Surveyor in Training (LSIT) certification, depending on assignment	This is the advanced technical and/or leadworker level of the series. In addition to other duties, incumbents review and verify data and work of other staff; troubleshoot, investigate and resolve difficult technical or customer service issues; respond to data/work questions and issues; research and prepare permits, exhibits and designs/plans; and prepares summary reports and exhibits. Some incumbents may act as lead worker, making work assignments and determining completion of work. Some

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				incumbents may act as a dedicated technical resource to other staff. The Engineering Technician, Senior is distinguished from the Engineering Support Supervisor in that the latter supervises staff.
Supervising Land Supervisor Supervising Surveyor Supervising Engineering Technician Supervising Hydrographer	3 of 3	Engineering Support Supervisor	High School diploma or G.E.D. supplemented by additional coursework in drafting/CADD, GIS, surveying, algebra/geometry, related engineering related sciences, or related field. Seven (7) years of engineering support experience including two (2) years of leadwork is required. **Licensing Requirements:** -CA Driver's License, Class C -CA Professional Land Surveyor (PLS) license, depending on assignment	This is the highest and supervisory level of the series Duties may include: preparing time and cost estimates; conducting quality control reviews; ensuring project and work completion; acting as liaison with external consultants and organizations; and assisting with development and implementation of standards/procedures. Depending on assignment, incumbents may professionally stamp and sign work plans, maps and documents. Incumbents supervise staff performing a full range of

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				supervisory duties including directing work, training and coaching, discipline, and performance evaluation. The Engineering Support Supervisor is differentiated from other Engineering Support classes in the focus on supervision.

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