

Memorandum of Understanding
Engineering Consolidation - 2008

Attachment D
ENGINEERING TECHNICIAN - DESIGN

Nature and Scope of Position

Performs drafting, design, related paperwork and other engineering, and record maintenance activities associated with the design of Company facilities. May work under the direction of like classifications and/or supervisor, but is often left to own resourcefulness to accomplish the work. May lead, direct and assign the work of like classifications as well as contractors.

Typical Duties

- Prepare manual or computer assisted drawings in accordance with Company standards.
- Complete necessary paperwork. Input data into company record systems as required.
- Provide information and direction to others regarding company facilities.
- Coordinate activities on Company projects utilizing engineering records, field book and mapping information, etc.
- Compile cost estimates for construction projects. .
- Design the installation and/or relocation of company facilities, including required material and piping configurations for pipelines, services, pressure regulating stations, etc.
- Perform research for deed, property, and right of way records at various municipal offices, as necessary for construction projects.
- Perform duties within the Engineering Technician – Inspection classification for which he or she is qualified.

Working Conditions

- Normal office environment but some outside work is required.

Qualifications

- One of the following is required:
 - a. Vocational or technical training in an engineering or related discipline.
 - b. Experience or formal training in computer aided design (CAD).
- Good computer, math, and communication skills (written and verbal).

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- An understanding of company Standard Operating Procedures, welding, plastic fusion, inspection and test procedures.
- An awareness of State and Federal regulations as they pertain to facility design and construction.
- Must be willing to work overtime and have a good work performance record.
- Must have a valid driver's license and may be required to use a personal vehicle for Company business use.