



GEORGETOWN COUNTY WATER AND SEWER DISTRICT JOB POSTING

| Engineering Technician | |
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| DEPARTMENT: Engineering | REPORTS TO: Engineering Director |
| FLSA STATUS: Non Exempt | PAY GRADE: \$25.17/hr - \$31.46/hr |
| POSTING #: 20250006 | OPEN UNTIL FILLED |

Start date will be on/after January 9, 2026

General Purpose

Under limited supervision, this position provides engineering and administrative support for engineering functions related to the design, coordination, and installation of water and wastewater facilities and conducts technical review and coordination of proposed development and utility extension projects to ensure compliance with District standards, specifications, policies, and procedures. The position also manages the District's GIS and related data systems to support engineering, planning, operations, development coordination, and record management across the organization.

Essential Duties and Responsibilities

The following essential duties and responsibilities are required at all Pay Grade Levels:

- Performs fieldwork to obtain new customer sign-ups and easements for additional extensions
- Responds to service requests regarding water and wastewater availability, including determining applicable fees, in a timely manner
- Reviews plats and approves/stamps them in accordance with District standards and policies
- Performs field location of District water and sewer lines, manholes, valves, and other appurtenances
- Inspects water and wastewater projects, system extensions, and service connections in accordance with District standards
- Marks proposed water and wastewater service tap locations and prepares work orders with associated inventory and materials for installation by the District's Construction Department
- Performs project administration and documentation related to engineering, development, and utility extension projects
- Reads and interpret engineering plans, specifications, and drawings
- Performs AutoCAD drafting and GIS functions to support engineering, development review, and record management
- Validates incoming as-built drawings to ensure compliance with District standards
- Adds water and wastewater system components and associated attribute information to the District's GIS and utility databases using digital CAD as-builts, georeferenced as-built scans, and GPS data
- Investigates work orders for water and wastewater system updates; evaluates data accuracy and identifies and resolves duplicate or conflicting records

The following essential duties and responsibilities are required at Pay Grade 11

- Coordinates development, utility extension, and construction activities for new projects with engineers, regulatory agencies (including SCDES), contractors, and developers

- Meets with potential customers, engineers, and developers to answer inquiries, discuss needs, and determine project feasibility
- Serves as a technical point of contact during development review, project coordination, construction, and inspection activities
- Provides District utility records, GIS data, and applicable standards and specifications to consulting engineers to support the preparation of preliminary and final construction plans, specifications, and cost estimates
- Assists with consulting engineers and Engineering Director in preparation of preliminary and final construction plans, specifications, and cost estimates
- Reviews proposed plans, specifications, and drawings to verify compliance with the District and applicable regulatory policies and specifications
- Coordinates, organizes, and maintains project documentation, ensuring files are complete, current, and accessible to Engineering staff
- Prepares forms and correspondence necessary for project management / development
- Conducts pre-construction conferences with developers, consulting engineers, and District staff.
- Assists in updating and maintaining the District's Extension Policy and standard drawings and specifications in coordination with Engineering staff
- Performs basic field verification and calculations, including verification of pipe grades and elevations as shown on approved plans and record drawings
- Manages and maintains the District's GIS/TablePro system, including editing and updating utility data, supporting field data acquisition, and coordinating consultant activities related to GIS applications

The following essential duties and responsibilities are required at Pay Grade 12

- Analyzes reports, maps, drawings, blueprints, test data, and aerial photographs on soil composition, terrain, hydrological characteristics, and other topographical and geologic data to support development review, utility planning, and project coordination.
- Reviews engineering reports, calculations, and supporting documentation submitted with development and utility extension plans to verify consistency with District and regulatory standards; provides feedback to consulting engineers and developers
- Provides minor legal-related support, including easement and agreement form preparation and review
- Prepares engineering maps and drawings using AutoCAD and GIS/TablePro
- Performs basic computation and dimensional verifications, drafts and revisions. Serves as member of survey team (rodman, chainman, or instrument man)
- Prepares preliminary design criteria for new projects
- Coordinates major capital improvement projects with other departments to ensure successful project execution
- Administers and maintains the District's GIS/TablePro database, including backup, storage, and compatibility; provides technical support for integration with other District software applications with spatial data components
- Provides expertise, leadership, and training for District staff in GIS/TablePro applications, GPS device usage, and data collection procedures; assesses GIS needs and coordinates development of associated solutions
- Evaluates GIS and spatial technologies, workflows, and data collection procedures to identify improvements and lead initiatives to enhance productivity, efficiency, and accuracy.
- Assists in the annual update of the District's assessment roll

Other Duties and Responsibilities

- May perform portions of the work of higher classified positions, occasionally, as assigned.
- Serves on various employee or other committees, as assigned

- Performs related duties as assigned

Required Knowledge, Skills and Abilities

- Knowledge of database design concepts; GIS and CAD, and other PC software including Windows.
- Ability to read and interpret graphs, charts, plans, diagrams and maps.
- Ability to interact professionally with internal and external customers.
- Ability to work safely
- Ability to communicate effectively verbally and in writing
- Ability to establish and maintain effective working relationships with employees, other departments and the public;
- Ability to understand and carry out written and oral instructions
- Knowledge of basic engineering practices

Education and Experience

Engineering Technician Pay Grade 10

- Associate's degree in engineering, with a focus in civil design preferred
- One year of experience in engineering or a construction related field
- "C" Water Distribution license
- "C" Wastewater Collection license

Engineering Technician Pay Grade 11

- Associate's degree in engineering, with a focus in civil design preferred
- Three years' experience in engineering related field
- "B" Water Distribution license
- "B" Wastewater Collection license

Engineering Technician Pay Grade 12

- Associate's degree in engineering, with a focus in civil design preferred
- Seven years' experience in engineering related field
- "A" Water Distribution license
- "A" Wastewater Collection license

To Apply

- Apply online at www.gcwsd.com/employment

Start date will be on/after January 9, 2026

EEO / Drug Free

Georgetown County Water & Sewer District does not discriminate on the basis of race, color, religion, gender, sex , including pregnancy & childbirth (or related medical conditions), national origin, age, or disability.

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