



Thank you for your interest in pursuing a career with the Bedford Regional Water Authority (BRWA)! The BRWA is looking for qualified candidates to fit our culture and fulfill our mission “To provide high quality water and wastewater services to the community.”

For this role, we are open to hiring someone at a Technician I level with no experience or in a similar position or Technician II or III with previous experience.

Please review the job descriptions in this document to see which one may be most suited to your skill set. You can select the bookmarks tab on the left-hand side to navigate through the job descriptions to find the one that best fits your experience.

When you apply, in the field asking which position you are applying for write either Engineering Technician I, II, or III based on your experience. Our hiring team will review applications and set up interviews with select candidates. After interviews, the hiring team will determine which candidate is best suited for the job and make a job offer at the level (Technician I-III) the person fulfills.

We are excited to review your accomplishments and thank you again for your interest in the BRWA!

## Engineering Technician I Job Description

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### Role:

Performs work reviewing and ensuring site plans, plats, and design plans are in compliance with local laws and regulations, preparing easement documents and developer agreements, compiling and researching information and data, and any work as apparent or assigned. This position reports to the Engineering Manager.

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### Essential Functions

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

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- Reviews site plans, plats, and design plans to ensure accuracy and adherence to established standards, specifications, design preferences, and constructability.
  - Corresponds with engineering consultants, business individuals, and the general public on various projects and policy.
  - Attends Technical Review Committee meetings and other project related meetings as requested.
  - Performs project related research using project records, asset management databases and Court House records.
  - Compiles and researches legal documents for projects.
  - Perform other duties as assigned by the Engineering Manager.
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### Minimum Qualifications:

- High School Diploma or GED and less than one year of experience, or a combination of equivalent education and experience.
  - Must have strong organizational and communications skills, both verbal and written, to be able to effectively communicate with all parties involved in a project.
  - Must be proficient in the use of Microsoft Office® products and Adobe Acrobat®.
  - Must have a valid driver's license in the Commonwealth of Virginia.
  - Obtain CPR and First Aid certification within six months of hire.
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### Additional Information:

- This position has no supervisory responsibility.
  - This position typically requires working Monday through Friday from 8:00am to 5:00pm with a one (1) hour lunch break.
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## Working Conditions

*The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.*

- Employees sit some of the time but may walk or stand for most periods of time.
- This classification involves occasional physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to express ideas and ability to hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Frequent
Up to 25	Occasional
Up to 50	None
Up to 100	None
100 or more	None

Environmental Exposures	
Work near moving mechanical parts	Occasional
Work in high, precarious places	Occasional
Toxic or caustic chemicals	None
Outdoor weather conditions	Occasional
Extreme Cold, non-weather	None
Extreme Heat, non-weather	None
Noise Level	Low

## **Engineering Technician II Job Description**

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### **Role:**

Performs work drawing plans and preparing easement documents using Computer Aided Design software, reviewing plans and ensuring compliance with laws and regulations, compiling and researching information and data, providing support for conducting land surveys, assisting with project coordination, and any work as apparent or assigned. This position reports to the Engineering Manager.

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### **Essential Functions**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

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- Reviews site plans, plats, and design plans to ensure accuracy and adherence to established standards, specifications, design preferences, and constructability.
  - Corresponds with engineering consultants, business individuals, and the general public on various projects and policy.
  - Attends Technical Review Committee meetings and other project related meetings as requested.
  - Performs project related research using project records, asset management databases and Court House records.
  - Compiles and researches legal documents for projects.
  - Assists with easement negotiations and project management as directed.
  - Responds to water and sewer service inquiries.
  - Perform other duties as assigned by the Engineering Manager
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### **Minimum Qualifications:**

- High School Diploma or GED.
  - A minimum two years of experience as an Engineering Technician I, or a combination of equivalent education and experience approved by the Engineering Manager.
  - Must have strong organizational and communication skills, both verbal and written, to be able to effectively communicate with all parties involved in a project.
  - Must be proficient in the use of Microsoft Office® products and Adobe Acrobat®.
  - Drafting and Design certification preferred.
  - Survey experience preferred.
  - Obtain CPR and First Aid certification within six months of hire.
  - Valid driver's license in the Commonwealth of Virginia.
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## Additional Information:

- This position has no supervisory responsibility.
  - This position typically requires working Monday through Friday from 8:00am to 5:00pm with a one (1) hour lunch break.
  - This position may be eligible for a Telecommuting Agreement under the Telecommuting Policy.
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## Working Conditions

*The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.*

- Employees sit most of the time but may walk or stand for some periods of time.
- This classification involves occasional physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to convey detailed or important instructions to others accurately, loudly or quickly and ability to hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Frequent
Up to 25	Occasional
Up to 50	None
Up to 100	None
100 or more	None

Environmental Exposures	
Work near moving mechanical parts	Occasional
Work in high, precarious places	Occasional
Toxic or caustic chemicals	None
Outdoor weather conditions	Occasional
Extreme Cold, non-weather	None
Extreme Heat, non-weather	None
Noise Level	Low

## **Engineering Technician III Job Description**

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### **Role:**

Performs work drawing plans and preparing easement documents using Computer Aided Design software, reviewing plans and ensuring compliance with laws and regulations, compiling and researching information and data, providing support for conducting land surveys, assisting with project coordination, and any work as apparent or assigned. This position reports to the Engineering Manager.

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### **Essential Functions**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

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- Reviews site plans, plats, and design plans to ensure accuracy and adherence to established standards, specifications, design preferences, and constructability.
  - Corresponds with engineering consultants, business individuals, and the general public on various projects and policy.
  - Attends Technical Review Committee meetings and other project related meetings as requested.
  - Performs project related research using project records, asset management databases and Court House records.
  - Compiles and researches legal documents for projects.
  - Assists with easement negotiations and project management as directed.
  - Drafts plans and easement documents utilizing computer software.
  - Draws engineering plans utilizing AutoCAD software.
  - Conducts land surveys in the field; records and collects data.
  - Generates land surveys using GPS systems and level locks.
  - Performs contract administration for various CIP and non-CIP projects.
  - Develops and manages project related budgets.
  - Assists with maintaining and updating GIS and Hydraulic Model Data.
  - Coordinates and provides updates to Master Specifications.
  - Perform other duties as assigned by the Engineering Manager.
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### **Minimum Qualifications:**

- High School or GED.
- A minimum two years of experience as an Engineering Technician II or a combination of equivalent education and experience approved by the Engineering Manager.
- Must have strong organizational and communications skills, both verbal and written, to be able to effectively communicate with all parties involved in a project.
- Must be proficient in the use of Microsoft Office® products and Adobe Acrobat®.

- Drafting and Design certification required.
- Surveying experience required.
- OSHA 10 Certification required within six months of hire.
- Obtain CPR and First Aid certification within 6 months of hire.
- Leadership/Management training required within six months of hire.
- Valid driver's license in the Commonwealth of Virginia.

### Additional Information:

- This position has no supervisory responsibility.
- This position typically requires working Monday through Friday from 8:00am to 5:00pm with a one (1) hour lunch break.
- This position may be eligible for a Telecommuting Agreement under the Telecommuting Policy.

### Working Conditions

*The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.*

- Employees sit most of the time but may walk or stand for some periods of time.
- This classification involves occasional physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to convey detailed or important instructions to others accurately, loudly or quickly and ability to hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Frequent
Up to 25	Occasional
Up to 50	None
Up to 100	None
100 or more	None

Environmental Exposures	
Work near moving mechanical parts	Occasional
Work in high, precarious places	Occasional
Toxic or caustic chemicals	None
Outdoor weather conditions	Occasional
Extreme Cold, non-weather	None
Extreme Heat, non-weather	None
Noise Level	Low