

## CITY OF BELLINGHAM

### JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>SSWU Engineering Technician</b>	<b>UNION:114</b>
<b>CLASS TITLE:</b>	<b>Engineering Technician</b>	<b>SG:11</b>
<b>DEPARTMENT:</b>	<b>Public Works, Engineering</b>	<b>CS:N</b>
		<b>FLSA:Y</b>
		<b>EEO4CODE:TE</b>

#### **JOB SUMMARY:**

Performs technical duties associated with the Department of Ecology's grants program. Engages property owners participation in the grants program and helps owners design simple stormwater mitigation projects. Assists property owners and City regulators in the permitting processes and maintenance of records to facilitate payments to owners along with meeting Department of Ecology standards for cost reimbursement to the City. Performs support duties associated with the City's Storm and Surface Water Utility (SSWU). Such duties include maintaining utility records, processing permits, code enforcement, , performing on-site inspections. Provides information and technical assistance to staff, other departments, developers, contractors and the general public regarding the City's SSWU systems and policies.

#### **SUPERVISORY RELATIONSHIP:**

Reports to the Storm and Surface Water Utility Manager who assigns and reviews the work. Works independently under limited supervision and in accordance with applicable local, state and federal regulations, policies, guidelines and applicable utility engineering standards. Routine technical issues are resolved independently with supervisory assistance provided for non-routine issues. Also may receive work direction from a Senior Surface Water Technician, Public Works Department Manager, or Public Works Superintendent.

#### **ESSENTIAL FUNCTIONS OF THE JOB:**

1. Provides direct assistance and technical expertise to developers, contractors, engineers, property owners, and citizens requiring support with preparation, site design, and submission and processing of grant applications.
2. Provides information to the Public regarding grant requirements, development guidelines, stormwater regulations and general stormwater inquiries. Responds to questions and concerns from developers, contractors, engineers, property owners, and citizens. Meets with above as required.
3. Participates as a team leader in the development of program standards, with emphasis on guidelines for grant related activities.
4. Maintains SSWU databases and records for compliance with the City's National Pollution Discharge Elimination Systems requirements and for other uses.

5. Reviews grant related plans for compliance with stormwater regulations and standards.
6. Assists in the processing of stormwater permits for land disturbance and development activities related to grants.
7. Creates and maintains program databases, files, and records related to the utility and prepares technical reports including engineering maps.

#### **ADDITIONAL WORK PERFORMED:**

1. Assists the SSWU Staff and in performing other engineering support duties within the scope of the classification..
2. Provides inspections and performs duties of Construction Inspector if necessary.
3. May perform water quality sampling and monitoring as required using standard lab methods and practices in coordination with the City laboratories.
4. Performs on-site inspections for erosion and sediment controls and utility permit construction projects to ensure compliance with specifications, standards, and codes.
5. May work with City legal staff and provide documentation for code compliance and litigation of infractions and misdemeanors and may require testimony on City's behalf regarding these issues.

#### **PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):**

##### Knowledge of:

- Engineering and accounting related computer applications and programs.
- Applicable local, state and federal laws and standards related to stormwater management and utilities.
- Stormwater construction processes, applicable codes, ordinances and specifications.
- Geographic Information System (GIS) mapping and management system.

##### Skills in:

- Written and oral communication.
- Effective problem solving.
- Providing information to the public on laws and standards related to storm and surface water utilities.

##### Ability to:

- Read and understand construction drawings, contracts and plans.
- Operate and maintain an effective computerized records management system.
- Plan and organize meetings, and present recommendations and reports.
- Follow oral and written instructions and to work independently with minimal supervision.
- Establish and maintain effective working relationships with other employees, contractors, developers and the general public.
- Provide service to difficult customers, accept criticism and deal calmly and effectively with high stress situations.

- Maintain consistent and punctual attendance.
- Demonstrates the Public Service Competencies of service orientation; results orientation; and, teamwork and cooperation.
- Physical perform the essential functions of the job:
  - Adequate hearing, correctable vision, and manual dexterity.
  - Ability to occasionally remove manhole covers of 75 pounds with use of a tool.
  - Ability to stand, walk, or bend for extended periods of time.
  - Field assignments may entail exposures to all types of weather conditions, including sites that may be wet and slippery.

**WORKING ENVIRONMENT:**

Work is performed in an office setting and outdoors on uneven terrain, exposing employee to inclement weather, noise, fumes, construction environment, and traffic hazards. Employees are required to use appropriate safety equipment and follow standard safety practices.

**EXPERIENCE AND TRAINING REQUIREMENTS:**

- Associate's degree in Engineering or equivalent and a minimum of two years of experience in engineering or engineering support work.
- One year experience in field inspection.
- Additional coursework or experience in geographic information system (GIS), Autocad, grant administration, and standard sampling and laboratory practices preferred.
- Record keeping and data reporting experience preferred.
- Customer service experience preferred.
- A combination of education and experience that provides the applicant with the required knowledge, skills and abilities will be considered.

**NECESSARY SPECIAL REQUIREMENT:**

- Valid Washington State driver's license and good driving record. A three-year driving abstract must be submitted at the time of hire.
- Certified Erosion and Sediment Control Lead (CESCL) certification required within six months of hire.

**PREPARED BY:** W. Reilly  
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4/11

**REVIEWED BY:** \_\_\_\_\_  
Chad Bedlington  
Superintendant of Maintenance

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Ted Carlson,  
Director of Public Works