CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**Storm & Surface Water Program Technician**	**UNION:1937**
		SG:113
CLASS TITLE:	**Natural Resources Program Technician III**	**CS:N**
		FLSA:Y
DEPARTMENT:	**Public Works, Engineering**	**EEO4CODE:TE**

JOB SUMMARY:

Performs advanced administrative and technical duties in support of the City's Stormwater Management Program and the Storm and Surface Water Utility (SSWU). Responsibilities include developing and coordinating the framework and administration of the Homeowner Incentive Program (HIP) and other Water Quality Improvement Plans as assigned by facilitating program implementation via cooperative agreements with program partners and direct contact with program participants. Provides SSWU and HIP program information and technical assistance to City staff, program partners, other agencies, developers, contractors, and the general public. Prepares information for agency and public consumption and presents information at trainings and public meetings. Responds to inquiries, complaints, or requests for information from other departments, agencies, and the general public, providing information and/or technical assistance within the scope of knowledge or authority, or referring to the appropriate agency or department as needed.

Conducts watershed and basin planning processes including technical assessments in support of Water Quality Improvement Plans; prepares and administers contracts and/or grants for Natural Resources Division programs. Maintains pertinent records and databases.

SUPERVISORY RELATIONSHIP:

Reports to the Storm and Surface Water Program Manager. Works independently under limited supervision and in accordance with applicable local, state and federal regulations, policies, guidelines and applicable utility engineering standards. May be assigned to oversee the work of lower classified staff, interns, volunteers, extra labor, or temporary employees in a lead capacity.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Plans, develops, recommends, oversees, implements and evaluates the Homeowner Incentive Program among program partners, outside agencies, and other city staff.

2. Develops, coordinates and evaluates the implementation of Water Quality Improvement plans; develops, recommends and implements coordinated watershed-wide strategies, relevant programs and effective partnerships focused on improving water quality

3. Analyzes existing surface water and stormwater systems. Evaluates and interprets data, identifies problem areas and implements solutions. Prepares feasibility studies, technical reports and alternatives analysis for capital improvements. Recommends infrastructure replacement and renewal schedule.

4. Uses various computer programs, modeling software, databases and spreadsheets to validate, analyze and manage data and to generate technical reports for environmental monitoring programs. Creates and maintains databases and records for compliance with permits and grants conditions.

5. Participates in the initial planning of proposed water quality improvement projects and plans including preparation of request for proposals. Prepares and monitors the preparation of project reports, comprehensive plans, designs, plans, specifications, estimates, spreadsheets and graphic presentation materials.

6. Provides assistance and technical expertise to City staff, developers, contractors, engineers, and general public regarding the City's SSWU systems and policies as well as grant programs and water quality improvement plans.

7. Develops and coordinates grant proposals including researching grant funding sources, writing proposals and applications, monitoring spending, facilitating reimbursement, and preparing reports required by granting agencies and programs and providing recommendations on findings.

8. Participates as a team leader in the development of stormwater related program standards, with emphasis on development and implementation of guidelines for water quality improvement plans.

9. Prepares technical reports and provides presentations related to the utility, grants, and water quality improvement plans.

10. Performs inspections and reviews plans and other engineering documents to ensure compliance with grant requirements as well as local, state, and federal stormwater requirements and regulations.

11. Develops and administers contracts for consultants or program services including field data collection, sample analysis, data analysis, report writing, general program support, and professional expertise.

12. Responds to illicit discharges, stormwater complaints, violations and other environmental issues.

13. Represents the City of Bellingham in regional and local watershed planning work groups related to stormwater management processes, and water quality improvement plans as assigned.

ADDITIONAL WORK PERFORMED:

1. May assist with the development of program budget.

2. Performs other related work within the scope of the classification.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Demonstrated advanced technical knowledge of the principals of stormwater management including science, engineering and permit requirements in Western Washington.
- Thorough knowledge National Pollution Discharge Elimination System (NPDES) permit and of federal, State and local program related codes and regulations related to the Stormwater Management Program.

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- Stormwater construction processes, applicable codes, ordinances and specifications.
- Demonstrated knowledge of watershed systems, ecological process and water quality in streams and lakes.
- Understanding of advanced hydrologic watershed basin models.

Skills:

- Excellent project management skills, including planning, organizing, evaluating, and analyzing problems and implementing plans.
- Excellent oral and written communication skills.
- Proficiency in using various software programs including word processing, database management, statistical analysis and Geographic Information Systems.
- Performing mathematical, statistical and engineering computations.

Ability to:

- Organize, prioritize, and coordinate work projects, plans, and assignments while maintaining a high degree of accuracy and attention to detail.
- Present complex information in an understandable manner to a variety of City staff, program partners, citizen groups and outside agency representatives,
- Work effectively with other City staff, government agencies, councils and boards, and the public to develop support for a variety of stormwater issues and programs.
- Remain flexible while working in a multi-task environment, adapt to shifting priorities, maintain an objective perspective, set and achieve goals, and adapt to new and changing technology.
- 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 excellent customer service and respond to high stress situations calmly and effectively.
- Demonstrate the Public Service Competencies of service orientation; results orientation; and, teamwork and cooperation.
- Physically perform the essential functions of the job, including:
  - 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.

WORKING ENVIRONMENT:

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

EXPERIENCE AND TRAINING REQUIREMENTS:

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- Bachelor's degree in Environmental Science, Civil Engineering, or equivalent
- Five years of related work experience including at least two years' experience in grant writing and administration.
- Experience in record keeping, data analysis and data reporting.
- Strong knowledge of National Pollution Detection and Elimination System (NPDES) permit requirements and Western Washington Stormwater manual.
- Additional coursework or experience in water quality, Low Impact Development stormwater management, geographic information system (GIS), AutoCAD, and standard sampling and laboratory practices 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: J. Porter
A. Sullivan
12/18

REVIEWED BY: _____
Renee LaCroix
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Natural Resources

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Ted Carlson,
Director of Public Works