CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**Stormwater Inspector**	**UNION:1937**
		SG:113
CLASS TITLE:	**Engineering Technician**	**CS:Y**
		FLSA:Y
DEPARTMENT:	**Public Works Natural Resources**	**EEO4CODE:TE**

JOB SUMMARY:

Performs field inspections of privately owned stormwater systems to ensure compliance with applicable local, state and federal regulations, statutes, codes and permits. Responds to complaints and reports of stormwater violations such as illicit discharges, work without permits and work in critical areas. Provides information and technical assistance to property owners, contractors and property management firms regarding stormwater systems and related regulations, statutes, codes and permit requirements.

SUPERVISORY RELATIONSHIP:

Reports to the Public Works Natural Resources Storm and Surface Water Manager, who assigns and reviews work. Works independently under general supervision in accordance with the City of Bellingham's Western Washington Phase II Municipal Stormwater Permit, applicable local state and federal regulations, policies, guidelines and applicable stormwater engineering standards. Maintains close working relationship with City employees and officials.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Plans and conducts inspections of privately owned and maintained stormwater systems. Evaluates stormwater system performance to ensure compliance with local, state and federal regulations, statutes, codes, permits and engineering standards. Identifies maintenance needs or corrective action, provides notice to property owner of non-compliance as needed and follows up to ensure resolution.

2. Maintains SSWU databases and records for compliance with the City’s National Pollution Discharge Elimination Systems requirements and for other uses.

3. Consults with City and private engineers to verify cause when stormwater systems are determined to be non-compliant following construction.

4. Provides information and technical assistance; collects and analyzes data from private stormwater facility files and the City's Geographical Information System and information from Department of Ecology's Stormwater Management Manual to provide information regarding maintenance standards and corrective measures to property owners, contractors, property management firms and others.

5. Responds to stormwater complaints and violations submitted through the Stormwater Hotline and the Department of Ecology Emergency Response Tracking System (ERTS). Provides guidance and recommends a course of action to the responsible party related to

stormwater resources and critical areas. Provides information to other City departments and county, state and federal agencies as needed and completes reports.

6. Conducts water quality sampling, monitoring and testing using standard methods and practices. Coordinates stormwater related water quality testing with City and private laboratories.

7. Coordinates with Public Works, City Code Enforcement, Planning and Community Development and Legal staff and other state and federal agencies to provide documentation for enforcement actions as needed.

ADDITIONAL WORK PERFORMED:

1. Performs other duties within the scope of the classification, as assigned.

2. Perform inspection services for the Inspection section of Public Works, as assigned.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

- Knowledge of applicable local, state and federal laws, codes and standards related to stormwater, water quality and the clean water act.
- Understanding of the Department of Ecology's Stormwater Management Manual for Western Washington.
- Knowledge of environmental regulations, policies and stormwater best management practices.
- Knowledge of technical engineering practices, methods and standards related to stormwater.
- Knowledge of a variety of computer software programs including word processing, spreadsheet, data base management, GIS and automated permit tracking system.
- Knowledge of engineering formulas and calculations.
- Ability to operate and maintain an effective computerized records management system.
- Ability to interpret and apply a variety of regulations, statutes and instructions.
- Ability to understand and interpret City ordinances and Public Works requirements and standards.
- Ability to make accurate mathematical calculations used in stormwater inspections.
- Proficient in reading and interpreting building and construction plans, site plans, parcel maps and legal descriptions.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Ability to maintain accuracy and attention to detail in an atmosphere of constant interruption.
- Ability to prepare technical materials and reports.
- Ability to establish and maintain effective working relationships with other employees, contractors, developers and the general public.
- Physical ability to perform the essential functions of the job, including:
  - Frequently required to walk over uneven terrain;
  - Frequently lift objects up to 80 pounds, such as manhole covers and stormwater grates;
  - Frequently communicate verbally;
  - Frequently operate a computer and read a computer screen or typewritten page;
  - Occasionally Squat, crawl, stoop and bend in close spaces to perform inspections
  - Correctible visual acuity, hearing and manual dexterity sufficient to operate a motor vehicle.

WORKING ENVIRONMENT:

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

EXPERIENCE AND TRAINING REQUIREMENTS:

- Associates degree in engineering or related field and two years of technical experience in engineering inspection. OR
- One year of vocational training in engineering technology and three years of technical experience in engineering inspection.
- Experience in a stormwater related field preferred.
- Additional coursework or experience in geographic information systems (GIS) preferred.
- An equivalent combination of education and experience that provides 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 thime of hire.
- Employment contingent upon passing a criminal background check.
- Certified Erosion and Sediment Control Lead (CESCL) certification required within six months of hire.

PREPARED BY:

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1/17

REVIEWED BY: _____

Renee, LaCroix, Assistant Director
Public Works - Natural Resources