CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**Surface Water Utility Technician**	**UNION:1937**
		SG:113
CLASS TITLE:	**Engineering Technician**	**CS:Y**
		FLSA:Y
DEPARTMENT:	**Public Works, Engineering**	**EEO4CODE:TE**

JOB SUMMARY:

Performs duties associated with the City's Storm and Surface Water Utility (SSWU). Such duties include maintaining utility records, processing permits, code enforcement, water quality sampling, 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. Cross-trains to expand knowledge and serve as back up to Construction Inspector, as time permits. Performs other engineering support duties as assigned.

SUPERVISORY RELATIONSHIP:

Reports to the Storm and Surface Water Utility Manager who assigns and reviews the work. Works independently under general 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 assigned Project Engineers, the Surface Water Utility Engineer or Senior Surface Water Technician. Acts as lead to Associate SSWU Technician and inspection extra labor positions.

ESSENTIAL FUNCTIONS OF THE JOB:

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

2. Provides information to the Public regarding 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. Performs on-site inspections for erosion and sediment controls and utility permit construction projects to ensure compliance with specifications, standards, and codes. Works with City legal staff and provides documentation for code compliance and litigation of infractions and misdemeanors and may require testimony on City’s behalf regarding these issues.

4. Participates as a team member in the development of engineering and program standards, guidelines, and long range plans.

5. Performs water quality sampling and monitoring using standard lab methods and practices and coordinates SSWU related water quality sampling with City laboratories.

6. Reviews development plans for compliance with stormwater regulations and standards

7. Processes stormwater permits for land disturbance and development activities.

8. 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 as assigned.

2. Provides inspections and performs duties of Construction Inspector as necessary

3. Aids in training of Construction Inspector to act as back up to this position

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

- Knowledge of engineering and accounting related computer applications and programs.
- Knowledge of applicable local, state and federal laws and standards related to stormwater management and utilities.
- Working knowledge of stormwater construction processes, applicable codes, ordinances and specifications.
- Working knowledge of Geographic Information System (GIS) mapping and management system.
- Ability to read and understand construction drawings, contracts and plans.
- Ability to operate and maintain an effective computerized records management system.
- Ability to plan and organize meetings, and present recommendations and reports
- Ability to communicate effectively, both orally and in writing.
- Ability to follow oral and written instructions and to work independently with minimal supervision.
- Ability to establish and maintain effective working relationships with other employees, contractors and developers and the general public.
- Ability to gain the knowledge necessary to perform the duties of Construction Inspector.
- Demonstrates the Public Service Competencies of service orientation; results orientation; and, teamwork and cooperation.
- Physical ability to perform essential functions of the job, includes occasionally removing manhole covers of 75 pounds with use of a tool.

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, and standard sampling and laboratory practices preferred.
- Experience in record keeping and data reporting preferred.
- Experience in the provision of customer service 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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10/01

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8/06

REVIEWED BY: _____
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COMMISSION ALLOCATION: November 8, 2006