

City of
EDMONDS
Washington

STORMWATER TECHNICIAN

Department:	Public Works - Engineering	Pay Grade:	NE-11
Bargaining Unit:	SEIU	FLSA Status:	Non Exempt
Revised Date:	October 2012	Reports To:	Varies

POSITION PURPOSE: Under general direction, supports the City's compliance with the Western Washington Phase II Municipal Stormwater Permit (Phase II Permit) including the following program areas: runoff from new development, redevelopment, and construction sites, especially inspection of public and privately-owned stormwater flow control and water quality treatment facilities, illicit discharge detection and elimination and public education/outreach. In addition, supports the implementation of the City's Storm and Surface Water Comprehensive Plan as appropriate.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Assists with inventorying, mapping, locating and compiling as-built records of public and private stormwater management facilities.
- Prepares materials explaining code and maintenance requirements related to these facilities.
- Annually prepares pre-inspection letters for private facilities and maintains a database of current facility ownership information.
- Performs compliance inspections and tracks maintenance orders to ensure compliance; monitors erosion and sediment controls on construction sites.
- Works with other members of the Public Works Department to respond and coordinate efforts related to reporting and responding to illicit discharges; works with residents/businesses on eliminating such discharges.
- Performs stormwater outfall reconnaissance surveys including source tracing and management of collected data.
- Assists in education and outreach programs for home owners, contractors, auto-related businesses and others on stormwater related issues.
- Coordinates with Parks "watershed" programs and Public Works recycling programs.
- Coordinates the charity car wash kit program to promote public education and reduces illicit discharges.
- Tracks Phase II Permit programs for reporting to the Department of Ecology; prepares reports used in the Phase II Permit annual report sent to the Department of Ecology.
- Attends regional meetings as needed.
- Provides support to storm and surface water quality monitoring programs; provides technical support to the department on testing of street waste for proper disposal.
- Prepares grant applications for funding storm and surface water issues.

Required Knowledge of:

JOB DESCRIPTION

Stormwater Technician

- Technical aspects of stormwater management principles
- Federal, state and local regulations and guidelines related to stormwater management especially the Phase II Permit.
- Basic construction techniques and operation and maintenance principles of stormwater quantity and quality control facilities.
- Field inspection techniques of stormwater management facilities.
- Property owners' rights and privileges.
- Easements and other property-related official records.
- Basic hydraulics including weirs, flumes, and open ditches.
- Storm/surface water sampling and analysis protocols.
- Techniques for investigating, inspecting, and resolving stormwater flooding and water quality issues.
- Record-keeping and retrieval techniques.
- Personal computers and software (databases and asset management).
- Interpersonal skills using tact, patience and courtesy.
- Modern office procedures, methods, and equipment including computers and computer applications sufficient to perform assigned duties.
- English usage, spelling, grammar and punctuation.
- Principles of business letter writing.

Required Skill in:

- Working with residents, business owners and contractors on a wide range of stormwater related issues including enforcement of City requirements.
- Organizing and interpreting large amounts of data related to inspections.
- Using personal computers, productivity software such as Microsoft Office, asset management software (such as Cartegraph or Hansen) and ArcGIS.
- Using field survey and GPS equipment and other field equipment as assigned.
- City code, local, state and federal laws relating to assigned work.
- Effectively inspecting, investigating, testing, sampling and analyzing water and other environmental resources.
- Effectively reading and understanding engineered plans and specifications.
- Communicating effectively both orally and in writing using correct English.
- Preparing and delivering oral presentations in an effective manner.
- Accurately maintaining records and preparing correspondences, professional reports and presentations of data.
- Prioritizing and scheduling work appropriately.
- Consistently meeting schedules and time lines.
- Establishing and maintaining cooperative and effective working relationships with others.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma/GED Certificate and the equivalent of two years of college-level course work in stormwater management technology or related field. An AA or BS in a water resource-related field with coursework in stormwater management or BS in civil engineering emphasizing water resources along with a least two years of continuous working experience in stormwater management or a closely related field is desired OR an equivalent combination of education, training and experience.

JOB DESCRIPTION
Stormwater Technician

Required Licenses or Certifications:

Valid State of Washington Driver's License.

Must be able to successfully complete and pass a background check.

WORKING CONDITIONS:

Environment:

- Indoor and outdoor work environment.
- Driving a vehicle to conduct work.

Physical Abilities:

- Walking or otherwise moving over rough terrain.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Operating various equipment and tools.
- Reaching overhead, above the shoulders and horizontally, bending at the waist, gripping, kneeling or crouching, stooping, crouching, reaching, pushing, pulling and twisting or otherwise positioning oneself to accomplish tasks.
- Ascending/descending, ladders and inclines.
- Working at heights, working on a high ladder and working in a confined space.
- Working in a noisy work area, working in direct sunlight, working in outside temperature extremes and working in dampness.
- Heavy physical labor including lifting/carrying or otherwise moving or transporting 50-100 pounds.
- Operating a passenger vehicle, heavy truck, heavy equipment and rotating machinery.
- Reading and understanding printed and electronic messages and related materials.
- Hearing voice conversations and hearing alarms.
- Possessing close vision, far vision, side vision, depth perception, night vision and color vision.
- Ability to wear appropriate personal protective equipment based on required City Policy.

Hazards:

- Working around and with machinery having moving parts.
- Adverse weather conditions.
- Working in and around moving traffic.
- Exposure to smoke, noxious odors, toxic fumes and chemicals, epoxy chemicals, poison oak or ivy, dust or pollen, insect stings solvents, oil and ink.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____