



City of Des Moines, Washington

JOB DESCRIPTION



ENGINEERING TECHNICIAN I

Surface Water Management

Regular, Full-time

Salary Grade: G-20
FLSA Status: Overtime Eligible

Union Status: Non-represented
EEO Category: Technicians

Nature of Work

The Surface Water Technician I assists in the implementation of programs and projects in the Public Works Department. The Technician I works under the general supervision and oversight of the Surface Water Division Manager. Typical duties include preparing engineer drawings, drafting, field data collection, and survey work for related storm drainage improvements; performs storm drainage inspections for public and private drainage system improvements; conducts problem drainage assessments and creates work orders to improve the City storm drainage system; updates the City drainage maps using field data and records research; inspects, oversees the services and activities associated with the City's Asset management program and operations; reviews maintenance standards and provides maintenance staff work orders for all existing drainage facilities; assists in the preliminary design preparation and specifications for capital projects and coordination of work with skilled and/or clerical employees.

Essential Functions

- Inspects and oversees inspection of private construction of drainage facilities for proper construction, compliance with the approved plans, City standards and the King County Surface Water Design Manual. Keeps a record of inspections made in a permit database.
- Responds diplomatically and informatively to questions and concerns voiced by the public.
- Investigates and documents complaints of problem drainage conditions. Evaluates the problem and provides recommendations to the Surface Water Division Manager. Actions taken may include recommending a capital improvement project, issuing a work order for City crews to improve or maintain the system, or making an emergency repair.
- Investigates and documents all incidents of spills, illicit storm system connections or water quality issues and reports findings to the Surface Water Division Manager. Actions may include informing public of best practices or working with the City Code Enforcement Officer for issuing citations for drainage related problems.
- Coordinates work with skilled and/or clerical employees.
- Attends public meetings when required and advises those bodies regarding technical information.
- Helps coordinate the activities of the City's asset management program and related activities and operations; supports common business processes and tools for all City staff utilizing the Cityworks Asset Management System (AMS).
- Helps coordinate the organization, and operational activities for the asset management program with a focus on Surface Water assets.

- Assists with or coordinates volunteer stream enhancement projects or other volunteer work benefiting the Surface Water Management Program.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

Necessary Knowledge, Skills, and Abilities

- Knowledge of drafting procedures and practices. Ability to read plans and to produce plans from field notes.
- Good knowledge and use of computer database, spreadsheet programs, and CAD programs.
- Basic knowledge of street and storm drainage system design and function; a good understanding of construction methods and techniques.
- Familiarity with the King County Surface Water Design Manual and its application.
- Communicate effectively, both verbally and in writing. Must be able to present complex technical information in an understandable manner to a variety of audiences.
- Determine if a drainage problem is the responsibility of the City or if a drainage condition poses a threat to public safety or may cause property damage.
- Familiar with the development and implementation of municipal Asset Management procedures and practices;
- Familiar with ESRI's ArcGIS software.
- Prioritize a variety of tasks and job functions based on City and Department objectives. Be able to complete multiple projects and tasks with conflicting timelines.
- Maintain accurate and adequate public documents.
- Attend night meetings as necessary.
- Be punctual and dependable.
- Be self-disciplined and self-motivated.
- Maintain a professional demeanor and be able to establish and maintain effective working relationships with citizens, contractors, designers and other professionals.
- Physical ability to perform essential functions of the position under adverse field conditions such as inclement weather, sloped surfaces, heights, or confined spaces.

Education and Experience Requirements

- An Associate degree OR technical certificate in Civil engineering, Geographical Information Systems or related field **OR** three years' experience working as an engineering technician or aide for a public agency or engineering consultant.

Preferred Qualifications

- Experience working for a municipality is highly desirable.

Special Requirements

- Possession of and the ability to maintain throughout employment a valid Washington State Driver's License with a good driving record.
- Successful completion of a pre-employment background and criminal history check.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

Working Conditions and Physical Abilities

- Environment: Outdoor and indoor work environment; subject to driving a vehicle to conduct work. Outdoor environment can include uneven and unstable walking surfaces, tripping hazards, and inclement weather conditions.
- Physical Abilities: Climbing ladders and working at heights on sloped surfaces; walking, kneeling, standing, or crouching; hearing and speaking to exchange information, and occasionally lifting objects up to 50 pounds.
- Hazards: Working on or around heavy equipment, ladders, and scaffolding; exposure to various chemicals, fumes, odors and gases; tripping hazards from construction site debris and unstable walking surfaces, unrestrained animals, contact with dissatisfied or abusive individuals.

Equal Opportunity Employer

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated 2019.