



## Lake Whatcom Water & Sewer District Job Description

**Job Title:** Engineering Technician / Safety Officer    **FLSA Status:** Non-Exempt

**Reports To:** District Engineer/Assistant GM    **Revision Date:** May 25, 2011

### **POSITION PURPOSE:**

The incumbent is responsible for providing engineering related support including permit application processing, customer inquiry services and drafting to the District Engineer, customers and staff. Reviews drafts of plans for developer water and sewer extension agreements and District public works projects. The incumbent is also responsible for coordinating all aspects of safety and emergency preparedness for the District. Essential duties include the implementation and updating of District-wide safety and emergency preparedness policies and practices; assisting departments in developing and implementing department-specific safety programs; performing basic safety and emergency preparedness training; and maintaining records for safety and emergency preparedness.

### **REPORTING RELATIONSHIPS:**

Reports to the District Engineer/Assistant General Manager. This position does not supervise other positions but does provide coordination for safety and emergency preparedness-related issues to District employees.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include but are not limited to the following:

- Assists District Engineer in review of water and sewer plans for compliance with District standards, as assigned; assists with other engineering functions i.e. field data collection, cost estimating, mapping functions, construction inspection, and contractor or consulting engineer liaison, etc;
- Assists District Engineer or outside engineering consulting firms in reviewing and/or drafting preliminary and/or final plans for water and sewer developer extension projects or District capital improvement projects. Also assists on collecting ownership information and legal descriptions;
- Assists District Engineer in capital improvement projects; inspects and reviews projects; prepares bid documents; directs activities addressing equipment, materials, products and services purchase contracts; arranges for disposal of surplus materials;
- Prepares and reviews water meter applications, side sewer permit requests, ensures accuracy and correct legal descriptions and resolves problems and inconsistencies; prepares water and sewer availability request letters, providing input on utility extensions, and connection charges for review by supervisor; assists with liens by locating property and researching District and County records;
- Responds to inquiries from contractors, engineers, developers and homeowners for information and technical assistance with feasibility of water and sewer installations in proposed developments; researches and provides information regarding existing water and sewer installations; assists the Engineer in resolving complex problems; researches and computes water and sewer connection charges itemizes engineering fees and charges required by District resolutions;
- Collects, and maintains and assists in the development of, hardcopy and electronic recording and filing systems for plans, maps, drawings, valve and hydrant records, and other data relevant to the District's water distribution system and sewage collection systems and related information; assists in purging outdated or obsolete records;
- Uses GIS to assemble, integrate, analyze and display data in digital format; ensures accuracy, and compiles database information to create maps; assists the District Engineer in maintaining and operating the District's SCADA system;

- Implements and maintains the District's computerized cross connection control program and database; tracks and inspects existing cross connections within District; evaluates existing service connections for backflow hazards, and performs inspections; prepares annual report to the State Department of Health;
- Develops and maintains the District's asset management program; collects and analyzes data related to District assets; compiles and maintains records of quantity and type of material and equipment; maintains inventory count of material, equipment and supplies, and posts totals to District Asset Management System. Completes work orders and maintains records for field reports, cost accounting, etc;
- Develops, coordinates, and advises management in the implementation of all policies, procedures, guidelines, rules, and plans related to the safety program and to emergency management such as the Emergency Response Plan, Hazard Mitigation Plan, and accident/illness prevention program;
- Researches and consolidates information for comments to other state, county and city agencies
- Assists District staff, maintenance workers, and Water Treatment plant staff as needed;
- Ensures integrity of the safety program by periodically reviewing various aspects of the program to ensure compliance with all District policies and relevant laws and regulations; ensures that all certifications are current and up-to-date; coordinates and implements District safety training.
- Maintains District safety records including completed safety training, safety committee meeting notes, staff safety meeting attendance and topics, and work-related injuries & illnesses statistics.
- Conducts on-site reviews and audits of operations and facilities.
- Performs other related duties as required or assigned.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- Principles of design associated with water and sewer system installations;
- Methods and conventions of drafting for civil engineering applications including use of computers and applicable software;
- Water and sewer system extensions and construction design;
- Permit application processes, and regulations regarding right-of-way permits and approval of plans for extension of water and sewer systems and public works projects and fee structures;
- State and federal regulations regarding approval of plans for extension of water and sewer systems and public works projects;
- Erosion control practices;
- Principles of cartography, symbols, methods and conventions used in mapping public works.
- Federal and state safety standards and regulations, including OSHA and WISHA;
- Industrial first aid, CPR, high risk accident prevention, back injury prevention, eye safety, hearing conservation, chemical exposure and Material Safety Data Sheet, and confined space precautions;
- Safety and loss control principles, practices and procedures;
- Accident reporting procedures;
- Emergency preparedness planning procedures.

**Skill in:**

- Using computers and related applicable engineering software;
- Converting field sketches to as-built (record drawings) engineering drawings;
- Using office equipment such as telephones, copiers, calculators and fax machines;
- Communications, both written and oral, and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- Organizing work, setting priorities and exercising sound judgment within established guidelines;
- Interpreting, explaining and reaching sound conclusions in applying complex rules, policies and procedures regarding permit application processing and customer inquiries.
- Maintaining required records and preparing necessary reports and other written materials;
- Customer service techniques and etiquette.

**Experience/Education:**

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities required for performing the job. A typical way to obtain the knowledge and abilities would be:

**Experience:** Two (2) years of experience as an engineering technician. Experience in safety and emergency preparedness highly desirable.

**Education:** Associate's Degree in Engineering or related field.

**Licensing and Certification:** Possess and maintain:

- Valid Washington State Driver's License

Within six (6) months of employment obtain and maintain:

- Water Distribution Manager I Certification.
- Cross Connection Control Specialist Certification
- Washington State CPR/First Aid Card
- Washington State Traffic Control Certification

**WORKING CONDITIONS:**

Duties are performed in both an office working at a desk or drafting table and in the field with exposure to adverse weather conditions, loud noises and hazards from automobile traffic and construction sites. Incumbents are subject to 24-hour call-back/standby as assigned to resolve customer problems and/or perform emergency maintenance after normal working hour on nights, weekends, and holidays and be available for callback to work or assist in emergency repairs.

**PHYSICAL REQUIREMENTS:**

This position typically requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, lifting, finger dexterity, talking, hearing, seeing and repetitive motions. When working in the field the incumbent is subject to exposure to adverse weather conditions, loud noises and hazards from automobile traffic and construction sites. This position may require work hours in excess of 8 hours per day or 5 days per week and call-back for emergency situations. Attending meetings after business hours is required and travel for training purposes and to commute to other government agencies will be required.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

*This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.*

**Approved: May 25, 2011**

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**Patrick Sorensen, General Manager**