

CITY OF ANACORTES

10/01

Job Description

JOB TITLE: Utility Engineering Technician

DEPARTMENT: Engineering

REPORTS TO: City Engineer

GENERAL PURPOSE OF JOB: To contribute to the successful operation, maintenance and constant improvement of a robust infrastructure for the City of Anacortes and its regional water system. This position is entrusted to champion customer service, technical vitality and fiscal stewardship and responsiveness within the Public Works Department.

LEVEL OF AUTHORITY: Manages responsibilities independently with only general direction, ensuring that applicable City ordinances, governing laws and generally accepted procedures and practices are followed.

DETAILED PURPOSE OF JOB: Project Planning, Analysis, Design, Cost Estimating, and Development Review. Participates and prepares designs and specifications for City utility Systems including water and wastewater treatment facilities, water transmission, storage, and distribution systems, wastewater collection and pumping systems, and storm water detention, drainage, and conveyance systems.

Develops cost estimates for a variety of utility repair and construction projects. Acts as a Project Manager and reviewer for private development projects. Assists with collection and organization of utility infrastructure data and work records. Assists plant managers and maintenance staff with identifying problem areas and scheduling rehabilitative work. Assists in the preparation of annual operating and capital improvement budgets. Prepares reports and graphics and assists in presentations at public hearings and City Council reviews. Provides liaison to other public agencies, engineering consultants, public utilities and developers on major public improvement projects.

WORK ENVIRONMENT: Work is performed both in the field and in a fast-paced office setting with frequent interruptions from customer phone calls, City staff, company representatives and citizens. This is a construction/maintenance environment that is frequently noisy with objectionable odors and dust. Work is also performed at construction sites in the community, outdoors in all kinds of weather conditions and with the usual hazards associated with construction sites. May be exposed to raw sewage, toxic or unpleasant gasses, heights, chemicals, and unsanitary or slippery conditions.

ESSENTIAL JOB FUNCTIONS:

Project Planning, Analysis, Design:

1. Investigates, prepares feasibility reports, and prepare plans and specifications for utility rehabilitation and/or expansion projects.
2. Prepares design modifications to existing utility systems.
3. Prepares standards and special specifications for use in City construction and purchasing contracts.
4. Assists with preparing, negotiating, and administering contracts with consulting engineers.
5. Assists in the coordinating and directing outside engineering consultants and firms on assigned projects and studies.
6. Reviews plans and specifications prepared by consulting engineers.
7. Prepares State and Federal Grant/Loan applications.
8. Reviews private development site plans for compliance with applicable standards.

Construction Management:

1. Attends pre-bid and pre-construction conferences to outline principal construction features.
2. Analyzes bids and proposals for construction and provide recommendations.
3. Participates in award of contracts and assists in preparation of letters awarding contracts to successful bidders.
4. Oversees inspection to determine progress of construction as scheduled and performance of work according to plans and specifications.
5. Makes recommendations for progress payments for contractors and consultants.
6. Receives and makes recommendations on change order requests.
7. Resolves problems of contractual compliance.
8. Coordinates construction activities with operations staff to ensure ongoing facility operation.
9. Monitors project costs and provides recommendations regarding budget adequacy.

ADDITIONAL JOB FUNCTIONS:

1. Provides interdepartmental engineering support as required.
2. Occasionally represents the City at various community boards and advisory groups as assigned.
3. Occasionally attends public meetings, prepare reports and answers questions of public and Council.
4. Participates in the preparation of ordinances, resolutions, and other legal documents.
5. Possesses specific understanding of accounting principals as applied to utility rate setting.
6. Utilizes computerized data processing equipment for modern and cost-effective performance of assigned duties.
7. Assists staff with identifying and maintaining records on utility infrastructure.
8. Consults with utilities staff to identify required additional rehabilitation; leads development of repair projects which are beyond staff's work routine.
9. Assists in the preparation of divisional budget and prepares periodic special reports.
10. Assists in preparing the City's Six Year Capital Facilities Program and annual construction program.
11. Performs related tasks as required.

QUALIFICATIONS AND CAPABILITIES:

1. An AA degree or equivalent in engineering technology, and four years of technical engineering experience involving water and/or wastewater treatment, sanitary sewer, water transmission and distribution, and storm drainage improvement projects, OR
2. Bachelor of Science degree in civil engineering or equivalent OR
3. 10 years experience in lieu of education requirements.
4. Must have thorough knowledge of: civil engineering principles and practices; public works utilities infrastructure design, operation and maintenance, construction and materials and techniques; developments and computer applications in the utility field; organization and project management principles.
5. Prior experience in the operation and maintenance of water and/or wastewater treatment systems is highly desired.
6. Requires demonstrated ability to proactively administer projects from concept to close-out; to express ideas effectively orally and in writing; do research and prepare clear and concise technical reports; work effectively with property owners, developers, contractors, consultants, staff, and the general public.
7. Proficient use of computer programs including Microsoft products (Word, Excel, Outlook, Access), AutoCAD and other applications.
8. Must have or be able to obtain a valid WA State driver's license.

Physical

1. Ability to use a computer workstation for extended periods of time.

2. Physical Stamina and agility sufficient to stand, walk, climb up and down ladders, and engage in similar physical activities as necessary to access all areas of the utility plant to troubleshoot, inspect conditions and work being performed.

OTHER:

1. As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products of any kind while on the job.
2. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences of relief, to equalize peak work periods or otherwise to balance the workload.
3. Following an offer of employment, and prior to starting work, individuals may be required to have a pre-employment physical examination by a physician designated by the City of Anacortes. The City will pay for the examination. Satisfactory clearance to perform essential job functions will be required of employment.

Are you able to perform the essential functions of this job with or without accommodation?

Yes ___ No ___

If testing is required, will accommodation be necessary?

Yes ___ No ___

Signature

Date