

CITY OF PULLMAN, WASHINGTON

CLASS SPECIFICATION

STORMWATER SERVICES FIELD TECHNICIAN

2234

GENERAL PURPOSE:

Performs technical skills work in field inspection and enforcement of Pullman City Code as it relates to Stormwater Management. Works under the supervision of the Stormwater Services Program Manager. May supervise volunteers and/or temporary staff.

CLASSIFICATION SUMMARY:

The primary function of an employee in this class is to perform field inspection of commercial, residential and public stormwater facilities and systems as well as construction sites. The Stormwater Services Field Technician will present public education programs regarding water quality and pollution prevention, enforce policies and procedures, and respond to complaints.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Implements the City's Illicit Discharge Detection and Elimination (IDDE) program including responding to complaints, conducting field inspections and water quality monitoring of watercourses and other stormwater facilities.

Documents stormwater code violations, issuing notices of violation, and following up with warnings and notices to ensure code compliance.

Implements the City's Construction Site Stormwater Runoff Control program including reviewing stormwater pollution prevention plans, conducting field inspections of construction sites, evaluating effectiveness of erosion control measures, documenting stormwater code violations, issuing notices of violation, and following up with warnings and notices to ensure code compliance.

Assists with implementation of City's Post-construction Stormwater Management program including scheduling, performing, and following up on inspections of private and public storm drainage systems.

Provides information to the public, other City departments, architects, engineers, contractors and interested parties regarding Pullman City Code and related stormwater regulations, stormwater best management practices (BMPs), water quality issues and city programs and policies.

Serves as a liaison between the Stormwater Services Division and other City divisions and departments (i.e. M & O, Engineering, Planning, Parks, etc.).

Responds to complaints from the public in a variety of methods to include written replies and discussions. Works with citizens, contractors and property and business owners to correct stormwater violations.

Prepares reports, documents inspections, issues notices and letters; photographs property conditions and maintains required records. Uses a computer database and/or spreadsheets, GPS and computer mapping for reporting and record keeping.

OTHER JOB FUNCTIONS:

Perform other related duties and responsibilities as required.

SELECTION FACTORS:

(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Knowledge of:

- Pullman City Code relating to stormwater management.
- Eastern Washington Phase II Municipal Stormwater General Permit.
- Stormwater Management Manual for Eastern Washington.
- Principles and practices of safe motor vehicle operation and maintenance in on/off road conditions and in inclement weather.
- Local water quality issues and concerns.
- Construction site erosion control and other stormwater pollution prevention best management practices (BMPs).
- Basic surveying principles and equipment such as level and measuring tape.
- Basic water quality monitoring protocol and sampling methods.
- GPS equipment to identify and accurately locate sites.
- Ability to interpret maps; and familiarity with computer aided design (CAD) and other computer mapping software (GIS).
- Pertinent federal, state and local laws, codes and regulations.
- Basic knowledge of drainage principles and concepts.

Ability to:

- Resolve issues and conflicts through working partnerships with citizens, businesses, property owners and homeowner associations.
- Explain regulations and procedures.
- Perceive and interpret customer needs and translate them into effective solutions and operational policy.
- Communicate effectively both verbally and in writing (including email).
- Produce letters and reports which present the facts clearly and concisely.
- Analyze, interpret and acquire knowledge of the city's stormwater ordinance and regulations.
- Make basic mathematical calculations.
- Read and comprehend site plans, construction plans, and as-built drawings.
- Establish and maintain effective working relationships with other city staff and the general public.
- Skillfully maneuver small or large objects; use common hand tools such as screwdrivers, pliers, wrenches, pick axes, shovels, and sledge hammers to inspect stormwater facilities.
- Operate a variety of standard office equipment requiring continuous and repetitive arm, hand and eye movement.
- Work independently with little direction including prioritization of workload and managing schedules.
- Develop rapport with a variety of people and effectively elicit cooperation.

- Complete additional training as assigned.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities involving some combination of bending, stooping, lifting arms above head, kneeling, crouching and crawling.

MINIMUM QUALIFICATIONS:

(Persons applying for a position of this class should have any combination of the following experience and training.)

High school diploma or GED equivalent and any combination of education and experience equivalent to four years of recent public contact and/or construction inspection experience, preferably including the application and interpretation of rules and regulations. Must possess a valid driver's license. AA Degree preferred.

TOOLS AND EQUIPMENT USED:

Personal computer, motor vehicle, 10-key calculator, fax, phone, water quality sampling equipment and various hand tools.

WORK ENVIRONMENT:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is generally performed in an outdoor environment performing field work in all weather conditions, but requires some time indoors for administrative duties. Employee must be able to lift 25 pounds on a regular basis and may be exposed to environmental conditions including dirt, pollen, temperature extremes and uneven landscape. Employee must be able to safely inspect stormwater facilities including manholes, catch basins, storm drain pipes, etc

Essential functions may require maintaining physical condition necessary for walking rough terrain and climbing inclines at work sites. May also be exposed to conditions and hazards associated with construction sites and stormwater facilities including potentially hazardous materials and equipment, fumes or vapors.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FLSA: Non-Exempt

ADOPTED: 2/09