

Position Opening Senior Level Engineering Technician

Lake Whatcom Water & Sewer District is accepting applications for the position of Senior Level Engineering Technician. Under direction of the District Engineer, position has an emphasis on construction project management and inspection experience, methodical engineering problem solving and analyses skills and technical writing. Focus on programs, reports, studies, technical research, data analyses, and capital improvement projects. Applications and full job description are available on line or at 1010 Lakeview Street, Bellingham, WA. 98229. First Consideration will be given to applications received prior to March 12, 2010. **Applications can be obtained on line at www.lwwsd.org.** Lake Whatcom Water and Sewer District is an Equal Opportunity Employer and maintains policies for a drug and smoke free work environment.

Please Publish/Classifieds:

Bellingham Herald – February 14, 2008

LAKE WHATCOM WATER AND SEWER DISTRICT

POSITION DESCRIPTION

SENIOR LEVEL ENGINEERING TECHNICIAN

STATUS : Union

REPORTS TO:

District Engineer who assigns and evaluates work, and monitors performance. Maintains a close working relationship with the District Engineer, and other Department Heads.

SUMMARY OF WORK:

Assists the District Engineer with construction project management and inspection for both private development and District public works projects. Provide other engineering support to the District Engineer, public, and District staff by the development and maintenance of various programs, reports, studies, technical research, and data analyses, such as Cross Connection Control Program, Water Use Efficiency Plan, Capital Improvement Plan, Water and Sewer Comprehensive Plans, hydraulic modeling, infrastructure mapping using ArcGIS, cataloging and indexing record drawings, water and sewer system operational data analyses, and customer service. This position works as part of the Engineering Department team, serving in specialized assignments as necessary.

The Senior Level Engineering Technician position has an emphasis on construction management and inspection skills and experience, methodical engineering problem solving and analyses skills, and technical writing. The position will generally focus on programs, reports, studies, technical research, data analyses, and capital improvements projects. The position will be cross trained with the Engineering Tech position in which the emphasis is system operations, maintenance, work orders, safety program, maintenance record keeping, purchasing, inventory, and GIS system updates.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Includes the following:

1. Assist District Engineer with construction project management and inspection for both private development and District public works projects.
2. Assist District Engineer in the development and maintenance of various programs, reports, studies, technical research, and data analyses.
3. Review of water and sewer plans for compliance with District standards, as assigned.
4. Responds to inquiries from contractors, engineers, developers and homeowners for information and technical assistance with feasibility of water

and sewer installations in proposed developments; research and provide information regarding existing water and sewer facilities; assist the Engineer in resolving complex problems.

5. Assist with other engineering functions i.e. field data collection, cost estimating, mapping functions, construction inspection, and contractor or consulting engineer liaison, etc.
6. Assist Engineer or outside engineering consulting firms in drafting preliminary and/or final plans for water and sewer developer extension projects or District capital improvement projects. Also assists on collecting ownership and legal descriptions.
7. Collect, maintain and assist in the development of, hardcopy and electronic recording and filing systems for plans, maps, drawings, valve and hydrant records, and other data; assists in purging outdated or obsolete records.
8. Maintain inventory of fixed assets.
9. Maintain and stock materials and safety supplies for timely completion of projects. Complete work orders, maintains records for field reports, cost accounting, etc.
10. Compute water and sewer connection charges for properties requesting sewer and water service; itemizes engineering fees and charges required by District resolutions.
11. Assist the District Engineer in maintaining and operating the District's SCADA system.
12. Research and consolidate information for comments to other state, county and city agencies.
- 13.

ADDITIONAL WORK PERFORMED:

Other Duties as assigned

MINIMUM QUALIFICATIONS:

Skills, Knowledge and Abilities:

- Public works construction contract administration principles, including field inspection, bidding requirements, bonding, insurance, pay requests, change orders, and project closeout.
- Microsoft Office applications, including Word, Excel, Power Point, Access, and Project.
- AutoCAD
- ArcGIS Arc Desktop
- Proficient in reading, understanding, using, and enforcing construction drawings and technical specifications
- Proficient in creating and maintaining permanent construction project records.
- Self-organized, self-motivated, self-driven, self-directed, and self-learner.
- Proficient with office equipment such as calculators, telephones, faxes, copiers, and scanners.
- Principles of design associated with water and sewer systems;

- Excellent customer service skills. Demonstrated ability to establish and maintain long term professional working relationships with contractors, engineers, developers, other agencies and the general public; and
- Excellent interpersonal skills. Demonstrated ability to establish and maintain professional and effective working relations with co-workers, and supervisors.
- Ability to organize and prioritize in order to effectively work in a multi-task and busy work environment with demands from multiple sources and projects.
- Professional level technical report/document writing and letter writing skills.
- Excellent oral communication skills.

- **Education and Experience:**

Minimum prerequisites:

- (1) Bachelor of Science Degree in Engineering, Construction Management, or related field, plus;
- (2) two (2) to five (5) years of field experience working in or with construction industry related to construction project management, engineering, field inspections, and related tasks.

Or similar combination of education and experience that provides the applicant with equivalent skills, knowledge, and abilities typically obtained through the listed education and experience prerequisites.

Strongly Recommended Certificates:

- (1) Engineer-In-Training (EIT) Certificate

Licensing Requirements:

Possess and maintain:

- Valid Washington State Driver's License

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.

PHYSICAL REQUIREMENTS:

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Ongoing strenuous and light work: Exerting up to 100 pounds of force occasionally, up to 40 pounds of force frequently, and a negligible amount of

force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker stands, walks, and sits most of the time, the job is rated for Light Work.

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: December 9, 2009

Leslie, Mc Roberts, President
For the Board of Commissioners