
DEPARTMENT:

Engineering

SUPERVISED BY:

Planning & Development Program Manager

FLSA STATUS:

Non-Exempt

JOB SUMMARY:

The Engineering Technician (Development) performs project development, management, and planning support for commercial, industrial and residential projects within the Development Program of the Engineering Department. The Engineering Technician provides customer service, project administration, data processing, detailed plan and specification review, and associated tracking and reporting functions. The position supports department engineers, project managers, and construction managers. Incumbents must be knowledgeable in general civil engineering, project management, construction processes, and District and state specifications. Reviews and advises on regulations and provides technical information to the public, contractors, and industry representatives. This position reports to the Planning & Development Program Manager and receives direction and guidance from Senior Engineering Technicians.

DISTINGUISHING FEATURES:

This is the second level in a three-level job family within the Development section of the Engineering Department (Assistant Engineering Technician, Engineering Technician, and Senior Engineering Technician). This position performs a variety of civil engineering-related work with moderate degrees of complexity. Independent judgment is required to analyze situations and make decisions and/or recommendations on the most appropriate course of action. Incumbents perform the full range of skilled and semi-professional duties under general supervision and have the ability to effectively manage shifting priorities.

MINIMUM QUALIFICATIONS:

Any equivalent combination of education and experience that provides the knowledge, skills, and abilities to successfully perform the job. A typical way to obtain the knowledge, skills, and abilities would be:

Demonstrated knowledge and ability:

- Proficiency in CAD, GIS, and Bluebeam preferred.
- Understand and interpret District standard specifications and details for design and construction of sanitary sewers, including pumping stations.
- Understand and interpret WSDOT Standard Specifications for Road, Bridge, and Municipal Construction.
- Understand construction documentation and processes.
- Maintain organized documents and files, including record drawing data and information.
- Read, interpret, understand, apply, and enforce construction plan requirements and District Design standards.

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- Read, interpret, apply, and explain relevant federal, state, and local laws, codes, regulations, policies, procedures, and standards as they apply to wastewater collection systems.
- Perform mathematical calculations, including fractions, percentages, and algebraic formulas, accurately and in a timely manner, such as flow rates and costs.
- Perform technical research, gather and analyze data and information from a variety of sources, and draw logical conclusions.
- Resolve routine issues effectively and in a professional manner.
- Effectively use a personal computer and mobile devices, including Microsoft Office Suite, Excel, Word, Outlook and SharePoint, and other software applications including Bluebeam Review, Flowfinity, and ArcGIS.
- Understand and follow directions and effectively adjust to changing priorities.
- Problem-solving and multi-tasking.
- Exercise good judgment and be decisive in taking action and making decisions.
- Effectively convey technical information, in person and in writing, to the public, contractors, engineers, developers, co-workers, and supervisors in a clear, professional, comprehensive, and effective manner.
- Exercise skill and diplomacy in establishing and maintaining professional and respectful working relationships.
- Be assertive and ask for clarifying information and instruction when necessary.
- Resolve conflicts and deal with stressful situations in a professional manner.
- Safely work in and around traffic and active construction sites.
- Pass all required safety training classes, understand occupational hazards, apply related procedures, and take preventive actions necessary to safely perform the work.

EDUCATION & EXPERIENCE:

- Associate Degree or Certificate in Civil Engineering Technology or similar field.
- Three years of relevant civil engineering experience. One year of directly related experience in development projects.

WORKING CONDITIONS:

Most of the time is spent working in a typical office environment. Requires strength and mobility for this setting, including occasional overhead lifting of stored records, prolonged sitting, and extensive use of computer. Corrected vision sufficient for use of computers and reading construction drawings and maps. Time will also be spent working in the field verifying information in and around active construction sites, which may also occur during inclement weather conditions. Fieldwork requires the ability to drive District vehicles in a safe manner and may require occasional removal and replacement of manholes and other appurtenance covers.

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TYPICAL DUTIES & RESPONSIBILITIES:

The duties listed below, while not all-inclusive, are characteristic of the type and level of work associated with this position. Individual positions may perform all or some combination of the duties listed below, as well as other related duties. The District reserves the right to add, modify or remove duties as appropriate to meet business needs.

Customer Assistance. Typical tasks: Researches and responds to customer inquiries, both orally, over the phone, in person, and in writing, regarding the development process, District standards, service availability, side sewer permitting, and other development engineering-related inquiries.

Project Management. Typical tasks: Understand, plan, develop, and maintain tracking processes, correspondence, and design and construction review activities documentation for multiple development projects. Coordinates with other departments, agencies, utilities, and project representatives on issues related to projects and contract administration. Ensures that consultants, contractors, utilities, and other organizations involved in projects meet specifications. Performs project scoping, scheduling, estimating, and management, as applicable. Reviews design plans and specifications for conformance to District standards. Prepares, develops, and checks contract provisions and developer agreements. Schedules, attends, and leads pre-construction conferences and participates in progress meetings and other public meetings. Coordinates with District Construction Management regarding development project inspections and to ensure the contractor's timely submission of required warranties, guarantees, lien releases, operation manuals, and any other necessary documents required by contract or agreement. Participates in conferences and training sessions to learn new rules and changes in the codes. Utilizes computerized project management tracking systems and related programs in accomplishment of the work.

Development Review & Administration. Typical tasks: Full cycle project management for all assigned commercial, industrial, and residential development and planning projects. Reviews construction plans for sanitary sewer for compliance with District Codes and standards. Develops and checks through a variety of computations and data, specialized contract provisions, design agreements, and design calculations. Prepares reports with respect to proposed developments. Coordinates sewer improvement projects under the oversight and direction of the Planning and Development Program Manager. Performs research activities in District and County records and collects and maintains data for engineering studies. Directly coordinates issues with developers and engineers. Reviews, tracks, and coordinates documentation required in assigned DEA projects. Monitors project completion and warranty work and interacts with developers during the process. Performs detailed electronic plan and specification reviews using Bluebeam software.

Recordkeeping and Reporting. Typical tasks: Plans, develops, and maintains complex office and recordkeeping sequences and systems. Maintains a variety of electronic records and documentation, including review tracking, side-sewer permitting, developer agreements and other

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related information. Prepares a variety of written reports and correspondence, including regular communication with developers, engineers and contractors. Maintains databases and spreadsheets for tracking and monitoring Developer Extension Agreements (DEA) and other development-related data. Creates and maintains standard letters, documents and reports. Performs specialized record processing activities in organizing, maintaining and updating permit and project files and plans. Adds and edits existing data in a GIS database for development projects, as-builts, and sewer system infrastructure.

RELATIONSHIP WITH OTHERS:

The Engineering Technician communicates several times per day with a variety of stakeholders and customers by telephone, video calls, email, and in person to interpret and explain code and regulations, receive and resolve complaints, and make recommendations. Communicates regularly with the Senior Engineering Technician and the Planning & Development Program Manager.

SUPERVISION:

Exercised: Not Applicable.

Received: The employee in this position works independently, receiving assignments and general direction through regular contact by telephone, email, and in person with the Planning & Development Program Manager. Work is reviewed by the manager through various reports, review of permits, licenses, and plan review activity, occasional observations, and regular communication. The supervisor conducts a formal evaluation of the work at least annually through the performance appraisal process.

SPECIAL REQUIREMENTS:

- Possess and maintain a valid state-issued driver's license with good driving record.