

City of
EDMONDS
Washington

STORMWATER ENGINEER

Department:	Public Works - Engineering	Pay Grade:	NR-14
Bargaining Unit:	Non- Represented	FLSA Status:	Exempt
Revised Date:	November 2012	Reports To:	City Engineer

POSITION PURPOSE: Under administrative direction, manages stormwater engineering and compliance program; prepares City stormwater code, standards and reports; prepares stormwater compliance reviews on private development projects and capital improvements projects; plans, develops and implements the stormwater capital improvement plan; manages assigned capital improvement projects and contracts; prepares stormwater design drawings, specifications and cost estimates; provides technical recommendations to stormwater maintenance personnel; and updates the Storm and Surface Water element of the City's Comprehensive Plan.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Manages the City's stormwater engineering program; coordinates and oversees the City's compliance with the Western Washington Phase II Municipal Stormwater Permit (Phase II NPDES permit).
- Prepares the City's annual report on the Phase II NPDES permit to the Department of Ecology and coordinates and conducts public education and outreach activities.
- Prepares and implements the City's stormwater code for private development and permit applications; performs stormwater development review on larger sites and manages the inspection program to ensure all private stormwater facilities are properly maintained and operate as designed.
- Directs the implementation of the entire program for controlling runoff for new development and redevelopment; applies all applicable City code and regulations to development submittals; performs development review of the more complex and larger sites for compliance; manages the inspection program to ensure all private stormwater facilities are properly maintained and operate as designed.
- Manages, coordinates and reviews the work of assigned staff.
- Assigns work activities; coordinates schedules, projects and programs; provides constructive feedback; reviews and evaluates work and makes effective suggestions and recommendations.
- Supervises, coaches, trains and motivates staff and coordinates and/or provides staff training.
- Manages the employment and hiring process and employee relations for assigned area.
- Manages the workflow and prioritization of assigned projects and takes appropriate corrective action when necessary providing advice and counsel to staff.
- Develops or assists with developmental work plans for staff and makes recommendations and/or implements corrective actions including discipline and termination procedures as appropriate/necessary or as directed.
- Prepares and manages the annual Stormwater Capital Improvement Program.

JOB DESCRIPTION

Stormwater Engineer

- Develops and implements the Stormwater Capital Improvement Program plan to address flooding, water quality and aquatic habitat concerns throughout the City; performs hydraulic analysis and determines size of new systems to meet design flow requirements; performs field inspections of hydraulic and hydrology related work and develops and updates the City's stormwater standards, code and standard details including; project objects, cost estimates and Council briefings.
- Manages assigned capital improvement projects; plans, develops and prepares stormwater design drawings, contract specifications and cost estimates.
- Uses AutoCAD and related engineering and graphics software to prepare detailed design drawings.
- Coordinates project improvements with City Departments, private utilities other public agencies and citizens.
- Prepares and secures necessary easements for project construction.
- Manages the advertisement, bid and award of stormwater capital improvement projects; prepares advertisement notices and responses to bidder questions; reviews and analyzes bid documents for compliance with city, state and federal requirements; prepares award recommendations for City Council and oversees the execution and processing of construction contract documents.
- Performs the construction management of assigned stormwater projects; implements the contract and maintains project filing system.
- Follows related city, state and federal standards, policies, guidelines, laws and processes.
- Reviews and approves contractor submittals and reviews and responds to requests for information.
- Performs field inspection and prepares daily inspection reports; calculates and prepares field note records of contractor quantities and materials installed in the field; takes and files daily photos of assigned projects and monitors contractor operations and traffic control to ensure a safe work area.
- Prepares and calculates progress pay estimates for Contractor payments.
- Negotiates and prepares change orders and field change directives.
- Manages and tracks the close-out phase of construction contracts and the documentation required for final project approval.
- Attends, runs or coordinates associated meetings; interacts with other public agencies and
- Prepares and manages consultant contracts; develops and prepares Request for Qualifications (RFQ's) and reviews and evaluates statement of qualifications.
- Reviews and approves fee sheets, scopes, schedules and invoices; reviews and checks consultant drawings, specifications and estimates for accuracy and quality; monitors consultant progress and invoices to approved schedules;
- Develops, prepares and monitors project budget; reviews and tracks project expenditures and prepares reports on cost overruns or budget amendments.
- Prepares City, state and federal documents for administration of grants and loans.
- Prepares City Council agenda packets for stormwater issues; attends City Council meetings and public hearings; makes presentations and responds to questions on issues as needed and responds to public concerns and complaints regarding stormwater management issues.

Required Knowledge of:

- Engineering principles related to stormwater collection, conveyance, best management practices cost estimating and construction.
- Environmental regulations related to stormwater management, wetlands, fisheries and aquatic systems.
- Hydrologic and hydraulic analysis.
- Surveying stormwater computer software applications and computer aided design.
- City's Storm Water Management Ordinance and the Washington State Storm Water Management Manual.
- Federal, state and local laws and regulations regarding drainage systems.
- Technical aspects of field of specialty.
- Interpersonal skills using tact, patience and courtesy.
- Structure, organization and inter-relationships of city departments, agencies and related governmental agencies and offices affecting assigned functions.

JOB DESCRIPTION

Stormwater Engineer

- Effective oral and written communication principles and practices to include public relations and public speaking.
- Program/project management techniques and principles.
- Research methods and report preparation and presentation.
- Modern office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar and punctuation.
- Principles of business letter writing.
- Principles and practices of governmental budget preparation and administration.

Required Skill in:

- Performing technical studies, designs and field inspections of hydraulic and hydrology-related work.
- Performing hydraulic analysis of storm systems.
- Interpretation of laws and regulations related to stormwater quality and quantity and their effects on the environment.
- Developing long term plans based on analysis developed.
- Prioritizing projects based on cost and social benefit analysis.
- Reviewing a variety of plans and providing guidance on deficiencies.
- Represent the City effectively at public meetings and work with the public.
- Meeting schedules and timelines.
- Interpreting, applying and explaining rules, regulations, policies and procedures.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Analyzing situations accurately and adopting an effective course of action.
- Applying program/project management techniques and principles.
- Directing the maintenance of a variety of reports and files; preparing, maintaining and reviewing narrative and statistical reports.
- Communicating effectively verbally and in writing including public relations and public speaking.
- Supervising, leading, coaching and using best management practices to improve staff performance; delegating tasks and workload assignments.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Civil Engineering, Environmental Engineering or related field and four years of municipal engineering experience; preferably in stormwater design and environmental permitting in a public sector environment; OR an equivalent combination of education, training and experience.

Required Licenses or Certifications:

Valid State of Washington Driver's License.

Current Washington State Professional Civil Engineer (PE) license.

Must be able to successfully complete and pass a background check.

WORKING CONDITIONS:

JOB DESCRIPTION
Stormwater Engineer

Environment:

- Indoor and outdoor work environment.
- Driving a vehicle to conduct work.

Physical Abilities:

- Hearing, speaking or otherwise communicating to exchange information in person or on the telephone.
- Operating a computer keyboard and drafting materials.
- Reading and understanding a variety of materials.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Ascending/descending from ladders and working from heights or depths.
- Bending at the waist, kneeling or crouching reaching above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.
- Lifting/carrying or otherwise moving or transporting moderately heavy objects up to 40 lbs.
- Ability to wear appropriate personal protective equipment based on required City Policy.

Hazards:

- Contact with angry and/or dissatisfied customers.
- Occasional exposure to dangerous machinery.
- Occasional extreme weather conditions.
- Potential physical harm and hazardous chemicals when working in the field, conducting inspections and working around construction equipment and worksites.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____