



City of Mercer Island, Washington EMPLOYMENT OPPORTUNITY

Recruitment No. 2018-41

POSITION:	Utilities and Right of Way Technician - <i>Contract AFSCME position</i>
POSTED:	December 6, 2018
CLOSES:	Open until filled; first review of applications on January 10, 2019
WORK HOURS:	Part-time (20 hours a week)
HOURLY RANGE:	\$24.59 to \$27.32/hour (Depending on Experience) + Great Benefits AFSCME Union Position- (Contract Position budgeted through 12/31/2020)

GENERAL RESPONSIBILITIES

The Utilities & Right of Way Technician reviews and inspects permits for construction in public right of way by franchise utilities and other permittees. The inspector also performs basic inspections of single-family residential home projects with respect to temporary erosion & sediment control, tree protection, storm drainage, and sewer service. This is an entry level inspection position that supports the needs of and receives direction from the Utilities & Site Improvements Inspector and engineering staff. This position is funded through 2020 at 20 hours per week.

ESSENTIAL JOB FUNCTIONS

- Inspects franchise utility construction in right of way to ensure that proper traffic control is used and the right of way is restored upon completion of construction.
- Inspects minor private development construction in the public right of way such as driveway paving, storm drainage system connections, and roadway patching.
- Inspects minor construction on single family residential construction sites such as temporary erosion/sediment control, tree protection, footing drains, and side sewers.
- Conducts, observes, and coordinates system tests such as sewer pressure tests to assure conformance to specifications.
- Prepares/reviews as-built drawings of side sewers and private storm drainage systems submitted by contractors.
- Documents the results of inspections in permit tracking system (TRAKiT by CRW Systems).
- Responds to citizen concerns and complaints as needed.
- Works in a team environment, including working closely with city engineer, utilities & site improvement inspector, development review engineer, city arborist, building inspectors, and permit counter staff.
- Ability to drive a City vehicle, possess a current and valid Washington State driver's license and good driving record.
- Must have regular and predictable work attendance to fulfill the essential functions of the job.
- Reports to and receives performance evaluations from the City Engineer.
- Performs other duties as assigned.

QUALIFICATION REQUIREMENTS

- High school diploma and two years related utility or right of way construction/inspection experience desirable.
- College level course work or job experience in civil engineering or utility/roadway construction is desirable.
- Experience reading and understanding construction plans and specifications.

- Experience reading and understanding traffic control plans and knowledge of the Manual on Uniform Traffic Control Devices (MUTCD).
- Current knowledge of utility (water, sewer, storm drainage) and street construction methods and materials is desirable.
- Proficient with computerized permit tracking systems.
- Good understanding of private development permitting processes desirable.
- Ability to work in adverse weather conditions and work safely around potential hazards at construction sites.
- Ability to work independently with minimal guidance, receive and respond well to direction, and ability to work collaboratively with others in a team environment.
- Ability to work with challenging customers in a diplomatic manner.
- Strong written, verbal and interpersonal communication skills.
- Ability to communicate technical concepts in a non-technical manner.
- Displays high standard of ethical conduct; exhibits honesty and integrity.
- Possesses a high level of discipline and integrity.
- Understanding of Washington State DOE 1992 and 2014 Stormwater Management Manual, including stormwater detention, low impact development techniques, and temporary erosion/sediment control desirable.
- Knowledge and understanding of WSDOT/APWA Standard Specifications. Knowledge of confined spaces and utility trench/shoring safety practices.
- Ability to lift heavy equipment such as a ductile iron manhole covers and catch basin grates.

OTHER CITY REQUIREMENTS

- Ability to drive a City vehicle, possess a current and valid Washington State driver's license and good driving record for the last three years. Evidence of a good driving record is a condition of employment and a complete driving abstract will be required.
- Completion of a Nationwide and Washington State criminal history background check is required in order to determine any past conviction history of crimes against persons, sexual assault or exploitation, and sexual or physical abuse and must be able to pass a thorough background check as required by the Child/Adult Abuse Information Act.
- Completion of an I-9 Form, documenting eligibility to work in the United States.

TOOLS AND EQUIPMENT USED

Various types of materials and equipment are used: local, county, state, and federal codes, paper records, building and area maps, legal documents and information, construction drawings/documents and specs, professional literature, telecommunications, computer and WebGIS mapping. Testing equipment used may include gas detectors, gauges, metal detectors, level and rod, and hand level. Future work practices may necessitate the use of different tools and equipment.

WORKING CONDITIONS and PHYSICAL ABILITIES

Work is administrative in nature and performed both indoors and outdoors. Fine manipulation skills are required for computer use. Combinations of sitting, standing, walking and heavy lifting are necessary for field inspections. The environment is sometimes stressful in trying to meet deadlines, dealing with angry customers and negotiating changes with contractors. There is some exposure to noise, vibrations, fumes, gases, odors, dust and toxic conditions as well as to underground utilities, confined spaces, traffic and heavy machinery during inspections. Use of protective clothing such as hardhat, steel-toed boots, safety vest and rain gear may be required. Some emergency callbacks and shift adjustments may be required for inspections. Occasional participation in weekend inspections is required. Employees operate in a smoke and drug free work environment for their health, safety and productivity, as well as that of their customers.

TO APPLY: Visit <https://apply.govjobstoday.com/> click on City of Mercer Island to apply online for this position. The City of Mercer Island is no longer accepting mailed hard copies, faxed, walk-in, or email submissions.

If you do not have computer access many local government agencies have computer kiosk areas so you can apply online. Your local library and Washington State Worksource are also other alternatives for computer access. If you have any additional questions please call 206.275.7794.

The City of Mercer Island promotes and supports workplace diversity and does not discriminate on the basis of race, color, gender, sexual orientation, gender identity or expression, religion, national origin, marital status, age, disability, veteran status, genetic information, or any other protected status.

Persons needing assistance in the application process may call the Human Resources Office, at (206)275-7794. ADA accommodations made upon request

All City of Mercer Island employment offers are contingent on the applicant meeting the requirements of the Immigration Reform and Control Act as set forth in EEOC Form 164 (EEO-9). This Act requires the City of Mercer Island to verify the identity of every new employee as well as their legal right to work in the United States. This verification requires you to complete the Government's Employment Eligibility Verification Form (I-9) and present the required documentation on the first day of employment.

City of Mercer Island; 9611 SE 36th Street; Mercer Island, WA 98040-3732 (206) 275-7600
Telecommunications Device for the Deaf (425) 803-1751

