



# Environmental Services Technician

City of Kenmore

## SUMMARY

This position performs a wide range of duties to support the implementation of the City's environmental goals and policies. This includes but is not limited to the implementation of the City's National Pollution Discharge Elimination System (NPDES) permit and Climate Action Plan. Core duties include but are not limited to drainage facility inspections, conveyance system inspections, water quality monitoring, construction site inspections, asset management, utility locates, illicit discharge detection elimination (IDDE) response, public education and outreach, and reporting on all of the former. This position also responds to environmentally related service requests initiated by both internal and external customers. This position conducts its duties as part of an environmental services team and collaborates with all City departments. Because of the small number of City employees, each staff member is expected to perform a wide range of office and field duties as may be required from time to time. As a result, this position may be required to complete other duties and assignments to support the City and City Council's priorities.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### *NPDES Permit Conditions*

- Stormwater planning.
- Assists with the development and implementation of education and outreach campaigns designed to affect behavior change to a variety of targeted audiences.
- Collaborates with City staff and outside municipalities to coordinate education and outreach efforts locally and regionally.
- Develop social media posts, E-News, and City Newsletter articles for the community to learn about stormwater issues.
- Public involvement and participation to include attending evening or weekend outreach opportunities at City events, such as the Summer Concert Series, Farmers Markets, and Movie Nights.
- MS4 mapping and documentation.
- Maintain the City's stormwater GIS. Manage and coordinate applicable GIS updates, which may include aerial and LiDAR acquisition, impervious area updates, and topography updates.
- Illicit Discharge Detection and Elimination. Respond to IDDE issues, which may include investigation, coordinating cleanup with either City staff, contractors, or external customers, tracking, reporting, and enforcement.
- Conduct field screening, including oversight of seasonal staff conducting this activity.
- Controlling Runoff from Development and Construction Sites. Provide assistance with plan review, plat review, construction inspection, and temporary erosion and sediment control for active construction sites.

- Operations and Maintenance.
- Inspect private flow control and treatment drainage facilities and coordinate with property and business owners to issue, track, and close associated maintenance correction letters. Conduct enforcement as necessary.
- Inspect public flow control and treatment drainage facilities and coordinate with City staff and contractors to issue, track and close associated work orders.
- Inspect conveyance drainage facilities, including oversight of seasonal staff conducting this activity.
- Conduct SWPPP inspections and coordinate with city staff for compliance.
- Source Control Program for Existing Development. Conduct source control inspections and coordinate with property and business owners for compliance. Conduct enforcement as necessary.
- Total Maximum Daily Load (TMDL). Provide sampling, outreach, reporting, regional coordination, etc., as needed to comply with current and future TMDL requirements.
- Monitoring and Assessment
- Future Permit Update Requirements. Implement future permit requirements as necessary service requests.
- Respond to service requests which may include but is not limited to investigation, inspections, sampling, research, data review, tracking, reporting, and code enforcement.

#### *Climate Action*

- Conduct activities outlined in the City's climate action plan to achieve the goals and objectives of the plan.

#### *Monitoring*

- Maintain monitoring stations throughout the City which may include but is not limited to stream, lake, wetland, air quality, and groundwater.
- Maintain telemetry systems, conduct data analysis and provide reporting which includes online access for staff and the public.

#### *Utility Locates*

- Conduct stormwater utility locates in a timely manner.

#### *Capital Projects and Small Works*

- Conduct construction site inspections which may include independent inspections or coordination with other staff or contractor personnel.
- Assist with development and implementation of small works and SSLRP drainage projects.
- Performs other duties as assigned that support the overall objective of the position and needs of the organization.

## **QUALIFICATIONS**

### **Knowledge & Skills:**

- Specialization in engineering, biology, environmental science, or geography.
- Working knowledge of sampling and testing procedures and legal requirements and regulations applicable to water quality.
- Ability to interpret technical laboratory results.
- Technical writing skills sufficient for document inspections and work-in-progress.

- Well-developed English language skills sufficient to prepare technical reports and correspondence.
- Understanding of computer aided drafting programs and GIS.
- Sufficient interpersonal skills to convey technical concepts, specifications, codes, and rules to, and work cooperatively with internal and external customers.

#### **Abilities:**

- Perform all the responsibilities of the position.
- Interpret, apply, and communicate rules, regulations, laws, and ordinances.
- Read construction-related drawings and documents.
- Conduct mathematical computations using algebra and geometry.
- Conduct timely inspections.
- Work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services.
- Work with GIS and other related computer programs.
- The position requires moderate activity.
- Sufficient ambulatory ability to walk to project locations (often over uneven surfaces), to stand for extended periods of time, and to bend and stoop for limited periods of time.
- Sufficient arm-hand-eye coordination to operate a computer keyboard and pointing devices at a proficient level.
- Visual acuity to read three-dimensional and detailed drawings and observe structural work-in-progress at construction sites.
- Verbal and auditory ability sufficient to carry on conversations with others and make presentations to groups.
- Driving ability in order to transport oneself in and around Kenmore and King County.
- Provide up to 50 lbs. of lifting force and the ability to climb up and down vertical ladders in confined spaces.

#### **Education and Experience:**

- The position typically requires associate degree with a major in engineering, construction technology, or a natural sciences discipline and
- Four years' experience of progressively responsible technical engineering and inspection experience.
- Any equivalent combination of experience and training that demonstrates the required knowledge, skills, and abilities may be considered.
- A bachelor's degree is preferred.
- Two years of experience or education using GIS is preferred.

#### **Licenses and Certificates**

- A valid driver's license is required in order to drive to various locations to perform work at various sites throughout the City of Kenmore and to other locations throughout King County.
- Certified Erosion Sediment Control Lead certification required or ability to obtain within 6 months of employment.

## **ADDITIONAL INFORMATION**

- **Work Environment** – Work is performed both indoors and outdoors and may entail exposure to all weather conditions while conducting activities including, but not limited to, driving, conducting inspections, and responding to emergencies. Field inspection work can expose the employee to safety hazards such as falling objects, heavy equipment, power tools, hazardous chemicals, carcinogens, blood borne pathogens, open ditches and trenches, traffic, working in confined spaces, natural, or constructed open waterbodies, and wildlife.
- **Hours of Work** –City Hall working hours are typically 8:30 a.m.-5:00 p.m. This position is eligible for a partial teleworking arrangement. This position is required to be available for evening hours to attend or present in-person at City Council meetings as-needed, or attend in-person, evening or weekend meetings when necessary.

## **OTHER ITEMS AND ADVANTAGES OF WORKING FOR THE CITY OF KENMORE**

- This position is eligible for healthcare benefits, retirement plans, paid holidays, vacation, sick leave and more!
- The City does not participate in Social Security and participates in a 401(a) retirement plan in lieu of Social Security.
- Kenmore is located on the north shore of Lake Washington and has over seven miles of waterfront along the lake and the Sammamish River.
- Kenmore is a first-ring suburb of Seattle and is equi-distant to downtown Seattle, downtown Bellevue, Microsoft headquarters in Redmond, and Boeing and Paine Field in Everett.
- City Hall is in the heart of Kenmore's downtown and is within walking distance of many local businesses, restaurants and parks!

*This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*

**Department: Environmental Services**

**FLSA: Non-exempt**

City of Kenmore

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