

Development and Asset Management Coordinator



Salary Range (Grade 14) \$6,813.13 - \$9,000.59 per month (DOE)

THIS IS A NON-REPRESENTED POSITION

Accepting applications until position filled.

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Development Coordination: Under general supervision, the Development Coordinator performs inspections of utility improvements under construction, reviews construction plans to ensure compliance with District standards, regulations and resolutions; and provides information to and works with the development community to resolve problems. This position also ensures that the administrative requirements of new development are met. This position may require frequent interactions with engineering and legal counsel to discuss confidential and privileged information and may require testimony in a court of law. As such, knowledge of and sensitivity to potential litigation is required.

Asset Management: Under general supervision, the primary role of this position is to develop, coordinate and implement the District's asset management program which includes, but is not limited to; infrastructure inspections, asset evaluation and ranking, database set up and management, and geographic information system integration. This position will have access to privileged and confidential information, and as such, data security best management practices must be used at all times.

DISTINGUISHING CHARACTERISTICS

Development and Asset Management Coordinator is a full journey level class. Employees within this class are distinguished by the performance of the full range of duties as assigned.

Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of operating procedures and policies.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Inspect commercial and residential projects during construction to ensure compliance with applicable standards, and regulations.

- Examine plans and specifications of new construction both residential and commercial to determine compliance with the provisions of applicable District Standards and regulations.
- Issue notices to comply and or violations; maintain records of history of facts for possible legal actions.
- Confer with architects, contractors, builders and the public in the field and office; explain and interpret the Sewer District's requirements and restrictions.
- Log, route, track, and process all incoming plans; respond to questions in person and on the phone.
- Maintain files and reports regarding inspection and plan review activities and findings.
- Attend and participate in meetings; stay abreast of new trends and innovations in the field of utility construction inspection and plans examination.
- Design, develop, guide, and manage the implementation of infrastructure asset management systems including the development of concepts, data base design, cost estimates and procurement, decision making systems, and data collection methods.
- Download, update and integrate inspection, evaluation and ranking data into the District's enterprise geographic information systems (GIS) and work with GIS staff on coordinating system updates.
- Provide technical assistance to implementation team members and other department staff regarding policies, procedures and methods related to asset management, and assist with Districtwide asset management plan as required.
- Oversee the work of consultant used in the development and implementation of asset management systems.
- Prepare electronic or hard copy maps for displaying information.
- Assist and train other employees in area of specialization.
- Recommend IT system improvements and research means, methods, and emerging trends in GIS based systems and technologies.
- Function as a technical liaison between District staff and the District's IT service provider.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Utility construction means, methods, materials, and safety.

Principles of utility design and hydraulic calculations.

Accepted safety standards and methods of utility construction.

Pertinent federal, state and local laws, codes and regulations.

In-depth understanding of GIS software, practices and techniques.

Experience interpreting engineering as-builts and work-order diagrams.

Familiarity with other information and business systems (e.g., CAD, enterprise asset management)

Experience providing ad hoc training and support to GIS users with varied needs and skill levels.

Ability to:

- Interpret and apply pertinent federal, state and local laws, codes and regulations.
- Read and interpret complex utility plans, specifications, building codes and contracts.
- Determine if construction conforms to District standards.
- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, and standard construction practices.
- Make mathematical computations rapidly and accurately.
- Enforce necessary regulations with firmness and tact.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Develops, administers, and maintains GIS databases and exhibits.
- Interpret, modify, and convert civil drawings to GIS assets and to map assets accurately.
- Create GIS layers to make pertinent information more readily available.
- Assist third party integrator in the implementation of the District's EAM software.
- Provide oversight and direction to third party integrator to ensure deadlines and budgets are met.
- Knowledge of public utility infrastructure
- Knowledge of terminology, principles and equipment used in infrastructure asset management including how infrastructure is maintained, operated, preserved, repaired and replaced
- Knowledge of inventory, condition assessment, risk assessment, and preservation methods and procedures
- Knowledge of application and use of geographic information systems including software, equipment, and symbols
- Knowledge of modern construction and repair methods for municipal infrastructure
- Knowledge of nonpoint and point source pollution sources and pollutants
- Knowledge of procedures to analyze collected data to identify illicit connections and illicit discharges
- Ability to plan, lead and/or coordinate implementation team members
- Ability to create complex data sets and/or maps based on records or data and calculations, as well as present said data in lay terms
- Ability to download, update and integrate video inspection, evaluation and ranking data into enterprise geographic information systems (GIS)
- Ability to scan and digitize construction as-built drawings and integrate data into enterprise GIS from a pdf & AutoCAD format
- Ability to make field measurements and complete calculations using computers or calculators
- Ability to communicate effectively, both orally and in writing
- Ability to prepare and make effective oral presentations to groups and individuals
- Ability to establish and maintain cooperative and effective working relationships with others
- Ability to perform the essential functions of the job

- Ability to perform the physical requirements of the job

Education/Training:

Equivalent to the completion of the twelfth grade. Specialized training in the construction trades, Information Systems technologies, GIS, minor programming, and asset management principles and practices.

Experience:

- 10 years journey level experience in the construction trades, public utility industry, or related field. Experience conducting utility inspections desirable.
- Experience using geospatial mapping tools such as ArcGIS, ArcGIS Online, GeoCortex
- Database operation experience, such as running queries, creating reports, and data analysis
- Experience working as part of a project team (e.g. work groups, special team assignments, etc.)
- Experience performing GIS data collection, assessment, and integration of GIS layers.
- GIS certification and or associate degree or higher in a relevant technology or computer science concentration.
- Experience providing training or presentations to internal staff / customers
- Experience analyzing and/or interpreting organizational rules or policies
- A combination of education, training and experience that provides the candidate with the knowledge, skills and abilities to perform the job will be considered

License or Certificate:

- Geographical Information Systems Professional Certification.
- Possession of a valid Washington State driver's license.
- Certified Erosion and Sediment Control Lead (CESCL) or ability to obtain within 12 months following probation period.
- PACP certification or ability to obtain within 12 months following probation period.
- WWCPA WWC level I or higher certification or ability to obtain within 12 months following probation period.
- WWTPO Group I or higher certification or ability to obtain within 12 months following probation period.
- First Aid, CPR, AED.
- Flagger Certification.
- Confined Space Training.
- OSHA Trenching and Shoring.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Office, field and construction site environment; travel from site to site; exposure to noise, dust and electrical energy. Sufficient physical ability to work in an office setting and operate office equipment; sit, stand, walk, climb (i.e.: ladders, scaffolds, slopes, trenches), and/or kneel for prolonged periods of time; sufficient mobility to work in and around construction projects; requires operating motorized vehicles.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress.

Hearing: Hear in the normal audio range with or without correction.

All applications and resumes must be submitted either by mail or in person. The District's employment application can be found at <https://s3-us-west-2.amazonaws.com/lkstevens/d28313/JobApplicationSml.pdf>:

The Sewer District's office is located at:

Lake Stevens Sewer District

1106 Vernon RD, Suite A

Lake Stevens, WA 98258

ATTN: Human Resources