

**Bureau of Environmental Services
FY 2018-19**

Position Descriptions for all Decision Packages

(listing the major duties and responsibilities of each new position)

Decision Package 1 – Service Delivery

Class #30000337 – Environmental Tech I – Maintenance Inspection Program _____ *\$78,276*

Under general supervision, performs supportive and technical assignments of standard to moderate difficulty applying quasi-scientific and technical knowledge in the areas of environmental permit processing including explaining policies and procedures to members of the public to achieve understanding, cooperation and compliance with codes; conducts environmental surveys, sampling and monitoring; conducts routine data analysis of field surveys; inspects and investigates facilities for environmental concerns and non-compliance; collects and analyzes data and writes technical reports; and performs related duties as assigned.

The position will conduct inspections and provide technical assistance to private property owners who have installed a storm water management facility (SMF) as part of the storm water management manual requirements. The position will ensure that responsible properties are properly maintaining the SMF's in accordance with their operations and maintenance plan. The position also maps and tracks the number, type and location of the facilities. This is critical for permit compliance, as well as, providing information to other Bureau programs including system planning and modeling. This position decides whether SMF's are bring operated and maintained according to their operation and maintenance plans. Consequence of error is SMF failure and negative impacts to the City receiving systems such as increased pollutant loads to the system and increases in peak and total runoff volumes which could potentially cause combined sewer overflows (CSO's), basement sewer backups or localized flooding. Additional consequence is potential violation of NPDES MS4 permit.

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(listing the major duties and responsibilities of each new position)

Decision Package 1 – Service Delivery

Two Class #30000338 – Environmental Tech II – Plan Review (2FTE) \$198,408

Under general supervision, monitors, plans, coordinates and implements industrial waste discharge elimination or recycling projects, surface water, stormwater, flow monitoring, and industrial wastewater monitoring projects; processes and issues environmental permits; inspects, investigates, monitors and assesses facilities for environmental concerns and non-compliance; participates on a watershed management team; maintains records and collects data; and performs related duties as assigned.

The Plan Review Environmental Tech II will:

- Review commercial building and land use plans for compliance with Source Control Manual requirements and relevant city codes and program requirements.
- Review commercial building and land use plans on both existing and new development for pretreatment and storm water permitting regulations.
- Review food service establishments; kitchen and plumbing plans for compliance with BES Fats, Oils, Grease (FOG) Administrative Rules.
- Provide technical assistance and guidance to applicants to enhance compliance with city codes and rules.
- Identifies plan errors and omissions and provides solutions to the applicant to rectify the problems.
- May inspect grease interceptors at Food Service Establishments (FSE) to ensure they are installed per BES FOG Administrative Rules.
- Coordinate and collaborate with BDS plumbing department during review of building or plumbing plans and during FOG or sampling structure inspections.
- May inspect sampling structures at various commercial or industrial properties for compliance with the BES FOG and Sampling Rules.
- Input information into City TRACS or relevant information systems database.
- Coordinate plan reviews with multiple internal workgroups and outside agencies, such as DEQ.
- Work on call in the Development Services Center (DSC) to review building and plumbing development permits or answer technical questions from the development community or property/building owners.
- Identifies known or suspect contaminated sites and coordinates review of the property with outside agencies, DEQ, and internal workgroups.
- Explains complex city and state regulations to the development community
- Demonstrates a high level of independence but counter balanced with a greater understanding on when to include management and other agencies during the review or inquiry processes.

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Decision Package 1 – Service Delivery

Class #30002506 – Laboratory Analytical Specialist – Nutrients Section (1 FTE) *\$107,874*

Positions in this broad class perform environmental laboratory analyses and reporting following mandated federal and state regulations and guidelines for the purpose of assessing, monitoring, and protecting the environment and public health.

The requested FTE will be assigned 100% to the Nutrients Section and would work in other appropriate sections only in the case of an emergency. This would provide the long-range consistency and continuity to the Nutrients Section that is currently lacking. Having a dedicated Laboratory Analytical Specialist to oversee the workflow within the section would ensure that instruments are properly maintained, supplies are ordered before they run out, standards and reagents are kept fresh, and QA/QC and turn-around time requirements are met for all analyses. This position would serve as the point of contact for the Production and QA/QC Coordinators to schedule analysts' assistance in the section, implement policy changes and ensure that data quality objectives are met. Duties and responsibilities would include:

- Serve as a lead for coordination of workflow within the section
- Providing training and day-to-day direction to analysts assigned to work in the section
- Operate, troubleshoot, and maintain analytical equipment, including performing minor repairs and scheduling preventative and emergency maintenance, and making recommendations for capital purchases and planning.
- Order and maintain all supplies for the section
- Review analysts' data, and lab notebooks
- Maintain all maintenance records
- Maintain all documentation and records for standards, reagents, instruments and other equipment used in the section
- Communicate with the Production Coordinator regarding instrument issues, impacts to workflow and TAT's and scheduling analysts to assist with workload in the section.
- Investigate potential for new method development and implementation to improve data quality and/or workflow within the section and to keep current with regulatory requirements
- Serve as the main contact for accreditation audits of the Nutrients Section

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Decision Package 1 – Service Delivery

Class #30000337 – Environmental Tech II – Industrial Stormwater *\$99,204*

Under general supervision, monitors, plans, coordinates and implements industrial waste discharge elimination or recycling projects, surface water, stormwater, flow monitoring, and industrial wastewater monitoring projects; processes and issues environmental permits; inspects, investigates, monitors and assesses facilities for environmental concerns and non-compliance; participates on a watershed management team; maintains records and collects data; and performs related duties as assigned.

The position is part of a team that implements a program to monitor and control pollutants in stormwater runoff from industrial facilities. This program has been established to meet requirements of the City’s Municipal stormwater permit and Intergovernmental Agreement with DEQ. Specific tasks of the position include administering industrial permits, inspecting facilities for the need of a permit, and collecting stormwater samples at permitted facilities. It is anticipated that this number will continue to increase significantly as more industries are identified that need permits, and DEQ expands the coverage of the permit to include additional industries in the Columbia Slough basin. By managing a “workable” number of industries, the Tech IIs can continue to inspect unpermitted facilities and assess the need for a permit. The position is also essential in providing support to identify and control discharges to the City’s storm sewer system in support of the Portland Harbor and Columbia Slough contaminated sediment programs. This position will decide if permit holder is in compliance with NPDES General Permits number 120-Z and 1200-A and Portland City Code 17.39. Issue enforcement. Consequence of error is potential for violation of City NPDES MS4 permit and IGA with DEQ.

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Decision Package 1 – Service Delivery

Class #30000662 – Environmental Program Coordinator – SPCR (FTE 1) \$115,092

Under direction, performs a variety of responsible, professional-level duties involved in the development, implementation and administration of a moderate to large-scale environmental compliance program with City-wide or bureau-wide impact; and performs related duties as assigned.

The Environmental Program Coordinator will develop, implement and administer written environmental enforcement actions, such as warning notices, notices of violations (with civil penalty), compliance orders, and notice of assessment of cost (cost recovery). Use BES databases to track enforcement actions, develop reports and metrics, and enter enforcement data. Coordinate the scheduling, logistics, and holding of Administrative Reviews, including developing supporting documentation summarizing the Administrative Review, developing any resulting voluntary compliance order or variance criteria, and writing up the final determination letter that summarizes the outcome of the Administrative Review. If the administrative review is appealed, support the Spill Protection & Citizen Response (SPCR) Program Manager, Environment Compliance Analyst, Environmental Compliance Division Manager and City Attorney's Office in appearing before the Code Hearing Office. Support data management and regulatory reporting through data conversion, data entry, data cleanup, and running database and online standard reports for quality assurance. Support record retentions requirements, public records requests, and legal hold/risk cases through tracking and classifying documents.

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Position Descriptions for all Decision Packages

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Decision Package 1 – Service Delivery

Class #30000325 – Engineering Technician II – (Facilities Management) *\$99,204*

Under general supervision, performs specialized support and technical assignments of moderate to advanced difficulty applying scientific and technical knowledge in the areas of engineering, construction and permit processing, including explaining policies and procedures to the public to achieve understanding, cooperation and compliance with codes; performs drafting, computer operation, technical writing, research, map reading, plan review and field inspections; and performs related duties as assigned.

The Engineering Tech II is responsible to provide key technical support to the condition assessment program including:

- Track Program Work and Data – collects, analyzes, summarizes and maintains integrity of programmatic data to improve program effectiveness. Analyze data and makes recommendations.
- Prepare Reports and Presentations – Assist in preparing annual reports and presentations documenting program accomplishments and workplan for upcoming years along with interim updates as needed (including data, graphics and maps).
- Data Gathering and Research – research as-builts, review drawings, reports and other documents to assist in identifying assets and performing condition assessments and analysis, performs field investigations to verify conditions.
- Maintains Infrastructure Maps – Updates as-builts and coordinates with CAD Drafters as necessary, prepares utility overview maps for the Operations and Maintenance Plan.
- Program Support – Provides administrative, logistical, and technical support. Assists Senior Engineer in planning efforts, preparing RFPs and implementing the RFP process including verifying data and accuracy of invoices, manages program records and files.
- Perform Technical/Basic Engineering Analysis (with oversight by Sr. Engineer) on specific equipment to assess issues and determine if meeting intended design parameters; evaluate systems to assess needs for improvement for optimal performance of equipment and processes; and perform life cycle analysis for assets.
- Prepare CIP Project Requests/Operating Recommendations: Analyze the results of asset condition assessments and transition these into necessary reinvestment plans.
- Operating – provide recommendations to program managers and assist in budget requests or modifying maintenance strategies (PMs or PdMs).
- Capital – determine scope of project and determine if RR&M or Standalone CIP Project, prepare RR&M Requests (including scope, risk analysis, schedule and cost estimates) and prepare scopes and justifications for standalone projects, Project Request Forms (PRFs).

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Decision Package 1 – Service Delivery

Class #30000161 – Wastewater Operator II (1 FTE) *\$98,238*

Positions in this class perform operational duties and troubleshoot wastewater treatment processes, equipment and controls to ensure plant regulatory and safety compliance. It is responsible for processes and making process control decisions for the operation and routine maintenance of the wastewater treatment facility.

Wastewater Operator's operate a large Publicly Owned Treatment Works (POTW) with flows up to 450 MGD, including flow monitoring, equipment operations, and process control using complex decision matrixes to maximize flow reaching the POTW and flows receiving secondary treatment making use of state of the art operating interfaces. A reduced biosolids hauling schedule was implemented as part of the Lagoon Reconstruction Project. At that time, an Operator II position was no longer needed for lagoon dredge operations because the lagoon needed to be "seeded" with fresh solids and needed a period of time to "polish" in order to become easily dewaterable. This "polishing" allows the material in the lagoon to be blended with digester feed to make a good quality cake for land application. It was projected that the solids would be harvestable at the beginning of FY 2018-19 and at that time truck hauling would resume in the Biosolids Program requiring an WW Operator II to resume lagoon dredging operations. This request is to restore the WW Operator II position that was reprioritized to a Maintenance position when lagoon dredging was halted. This FTE is permanent full-time.

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Decision Package 2 – CIP Planning and Delivery Improvements

Class #30000365 – Engineer – Pump Station RR&M Project Management/Design *\$148,758*

Under general direction, performs advanced professional project management, specialized engineering or developer/building plan reviews in one of several recognized engineering specialties; serves as a project engineer on difficult, complex projects; applies advanced engineering knowledge to the solution of design, maintenance, improvement and construction problems pertaining to the City’s infrastructure and private development; may seal engineering plans with manager authorization; and performs related duties as assigned.

This position will directly manage complex engineering design projects, and provide engineering and technical analysis for improvements to the bureau’s treatment plant and pump station assets. The position serves as a lead contributor to the efficient project delivery methods and helps ensure consistent application of standard methodologies and approaches to the work. The position may oversee the work of technicians and/or oversee and coordinate the work of consultants. This position will be responsible for the planning, project management, and design and implementation of systems improvement projects for wastewater and pump station facilities. This includes designing and reviewing engineering plans and drawings, serving as project engineer/project manager and establishing design criteria, schedules, and budgets. The position will also provide engineering support to the Wastewater Group operations and maintenance staff.

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Position Descriptions for all Decision Packages

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Decision Package 2 – CIP Planning and Delivery Improvements

Class #30000365 – Engineer – Surface Water Project Management/Design *\$148,758*

Under general direction, performs advanced professional project management, specialized engineering or developer/building plan reviews in one of several recognized engineering specialties; serves as a project engineer on difficult, complex projects; applies advanced engineering knowledge to the solution of design, maintenance, improvement and construction problems pertaining to the City’s infrastructure and private development; may seal engineering plans with manager authorization; and performs related duties as assigned.

This position will directly manage complex engineering design projects, and provide engineering and technical analysis for improvements to the bureau’s sanitary and combined sewer system and storm water treatment and conveyance assets. The position serves as a lead contributor to efficient project delivery methods and helps ensure consistent application of standard methodologies and approaches to the work. The position may oversee the work of technicians and/or oversee and coordinate the work of consultants. This position will be responsible for the planning, project management, and design and implementation of systems improvement projects for sanitary and storm water infrastructure and natural systems. This includes designing and reviewing engineering plans and drawings, serving as project engineer/project manager and establishing design criteria, schedules and budgets. The position will also provide engineering support to the Watershed Group staff.

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Position Descriptions for all Decision Packages

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Decision Package 2 – CIP Planning and Delivery Improvements

Class #30000358 – Sr. Engineering Associate – Treatment Plant Project Management/Design \$130,782

This position will directly manage intermediate to complex engineering design projects, and provide engineering and technical analysis for improvements to the bureau's pump stations and wastewater treatment plants. The position may oversee the work of technicians and will oversee/coordinate the work of consultants on discrete task orders (not contract management). The position works under general direction of a senior engineer. This includes designing and reviewing engineering plans and specifications, establishing design criteria, schedules, and budgets. Typical decisions include evaluating system alternatives to determine a recommended alternative; determining the design for treatment and pumping systems to achieve project goals efficiently and reliably; selecting and specifying equipment. Consequences of error include: additional effort for redesign that can increase project schedule and costs, additional effort for construction that can lead to change orders and additional costs and schedule delays, and potential safety related accidents and permit impacts. Coordinates project tasks with other project staff, including technicians, construction managers, inspectors, supervisor and CAD design staff on a daily basis. Coordinates project needs with the BES Wastewater Group Operations and Maintenance staff on a weekly basis. Coordinates project with stakeholders (public and other organizations) infrequently.

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Decision Package 2 – CIP Planning and Delivery Improvements

Class #30000681 – Supervising Engineer – Wastewater Design *\$160,254*

Under general direction, supervises and participates in the conduct of highly complex engineering projects, analyses, research, planning and design for a variety of waterworks, civil, transportation or sanitary capital construction, planning and maintenance programs; plans and directs the work of professional and technical staff; may act as management advisor or resident authority in a major engineering specialty; and performs related duties as assigned.

This position will supervise a group of engineering professional and technical staff located at the Columbia Blvd Wastewater Treatment Plant in the Wastewater and Pump Station and Engineering Division. The position will be responsible for planning, scheduling, assigning, coordinating, and monitoring a program of highly complex related and interdependent projects. The position will also coordinate the work with the Wastewater Group and other BES workgroups, and overseeing or coordinating work of external consultants and contract staff. The position will directly perform or indirectly manage complex projects that require substantial professional training and expertise in wastewater treatment, pumping and collection systems. The position will provide key contributions to the development and implementation of engineering standards and priorities and the preparation of operating budget recommendations; monitor performance against bureau and division budgets; authorize materials purchases; and monitor work activities and expenditures to control costs. The position will perform engineering project management over several large projects or a project of major scope, supervising or performing project planning and design, developing and administering projects terms and condition, evaluating contract compliance and adherence to technical policies. The position will review reports, plans, calculations and specification prepared by subordinates for adherence to city standards and accepted engineering practices. The position will provide leadership and work with staff to create a high performance, service orientated work environment that support the City's and bureau's missions, objectives and service expectations, possibly including leadership or participation in programs and activities that promote workplace diversity and positive employee relations environment.

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Position Descriptions for all Decision Packages

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Decision Package 2 – CIP Planning and Delivery Improvements

Class #30000365 – Engineer – Construction Manager *\$148,758*

Under general direction, performs advanced professional project management, specialized engineering or developer/building plan reviews in one of several recognized engineering specialties; serves as a project engineer on difficult, complex projects; applies advanced engineering knowledge to the solution of design, maintenance, improvement and construction problems pertaining to the City's infrastructure and private development; may seal engineering plans with manager authorization; and performs related duties as assigned.

This Engineer will act as a construction project manager for multiple large, complex capital projects, typically totaling \$10M-\$15M in contract value. Projects may include surface water facilities, sewer collection system (pipe), or treatment plant facilities. The position is a team lead, coordinating and reviewing the work of a technician and closely working with support staff, inspectors and design engineers. CM's review and participate in the project design phase, and manage quality, timely completion and budget during the construction phase. This requires skill in interpreting and enforcing the execution of the project contracts and understanding of project and Bureau goals to effectively resolve sensitive issues. The position conducts pre-construction and job site meetings; observes, analyzes work progress and directs contractors as the City's on-site representative; anticipates possible construction claims; provides timely written reports and directs appropriate actions; reviews and analyzes change order requests; review construction claims and recommends appropriate action; and negotiates with the contractor to resolve disputes. The position regularly uses computer information systems, including the e-Builder program, for project management, invoicing and other duties.

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Position Descriptions for all Decision Packages

(listing the major duties and responsibilities of each new position)

Decision Package 2 – CIP Planning and Delivery Improvements

Class #30000453 – Principal Management Analyst – Project Cost Estimator *\$140,154*

Under general direction, performs highly complex and responsible administrative, financial, statistical and other management analyses in support of City and bureau activities, functions and programs; provides sound, expert professional recommendations for action and significant assistance in formulating policy, procedure and legislative positions; facilitates and provides expert support to bureau strategic planning initiatives; and performs related duties as assigned.

This position will need to successfully manage the relationships between the project controls functions – estimating, planning/scheduling, cost control, and risk management for complex capital projects across a portfolio of \$115M-\$140M in the CIP. This position will work closely with project managers, design engineers and other staff and managers. This role will serve as a technical expert in cost control and provide a proactive contribution to the management of risk, cost, and quantities on the project. Establishing and effectively leveraging cross-disciplined relationships within the Engineering Services group to facilitate, schedule, estimate development and project controls will also be key. They will serve as a leader and technical expert in estimating and scheduling and will support procurement by contributing to cost analysis for subcontractor pricing to determine whether pricing is fair-and-reasonable. They will also serve as a technical expert in cost control, implement and execute proper controls to proactively support, monitor, and communicate budget, actual status, and forecast costs, labor hours, and quantities for projects within a specific program.

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Position Descriptions for all Decision Packages

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Decision Package 2 – CIP Planning and Delivery Improvements

Class #30000358 – Sr. Engineering Assoc – Support for System Planning and Project Modeling \$130,782

Under general direction, performs intermediate to advanced professional project management, specialized engineering or developer/building plan reviews in one of several recognized engineering specialties; applies advanced technical engineering knowledge to the solution of design, construction, improvement and maintenance problems pertaining to the City's infrastructure and private development; carries projects through from inception to completion, manages several projects at once and/or manages a complex project in a specialty field; and performs related work as assigned. Incumbents may oversee, coordinate and review the work of support staff and technicians.

- This position contributes to the planning of projects by defining and/or reviewing the objectives of combined sewer system planning, hydrologic and hydraulic sewer system analysis and CIP projects; reviews scope, methodology, tasks, initial requirements, resource planning (including personnel) for sewer system planning and analysis tasks and includes developing a schedule and phasing of tasks to completion; conducts project meetings with internal ASM staff and staff from other work groups within BES, depending on the project coordination objectives and/or needs
- Coordinates work within ASM and/or other BES work groups; monitors and adjusts tasks for assigned projects; prepares written engineering reports
- Provides technical assistance, program and tool training and direction to technical and support staff, within ASM and other BES workgroups
- Performs engineering research on the feasibility of proposed pump station improvements, stormwater, combined sanitary sewer projects for the CIP and/or evaluation methods, provides technical support for the evaluation of on-going projects, or the determination of solutions to existing field problems; assembles, evaluates and presents technical data via reports and presentations; provides technical guidance or proposes solutions
- Reviews and interprets regulations and code provisions that would impact engineering related work and develops visualizations and reports for regulatory compliance reporting for the various programs
- Researches, applies and develops computerized management information systems, including those applicable to hydrologic and hydraulic modeling and engineering options
- Prepares or modifies key computer programs that support Bureau-wide engineering functions; performs related programming work, including flowcharting, program testing and problem solving
- Prepares written correspondence, technical reports and City documents such as compliance reports for outside agencies and technical memorandums documenting modeling approaches and findings of engineering research studies

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Decision Package 2 – CIP Planning and Delivery Improvements

Class #30000680 – Sr. Engineer (Program Manager) – Condition Assessment \$150,222

Under general supervision, supervises and participates in the conduct of complex engineering projects and analyses; researches, plans and designs for a variety of waterworks, civil, transportation and sanitary capital construction, planning and maintenance programs; performs as project engineer-of-record and/or project manager on public works design and construction projects; plans and directs the work of professional and technical staff, consultants and contractors; and performs related duties as assigned.

Manage the Stormwater Asset Inventory & Condition Assessment (AICA) program:

- Researches and applies best practices for condition assessment for natural and constructed stormwater assets
- Conducts studies to evaluate existing and proposed infrastructure; provides technical guidance or proposes solutions to planning, design and/or maintenance work groups
- Directs the work of technical staff and consultants in developing, implementing and evaluating work processes and procedures for evaluating stormwater system performance
- Develops and monitors budget; authorize purchases and payments
- Review reports, plans, calculations and estimates for adherence to accepted standards and practices
- Works collaboratively with other workgroups to share data, monitor data acquisition programs by other groups, and avoid duplication of efforts
- Is familiar with and uses tools such as GIS, databases, spreadsheets, scheduling software, asset management software, hydrologic and hydraulic models

Participates in Infrastructure Planning:

- Supervises staff or consultants and participates in the planning and design of stormwater system infrastructure; prepares cost estimates
- Supervises or performs project management, project planning and design, prepares RFP's, hires consultants, manages and directs their work, review work products, and approves payment requests
- Analyze and prepare reports of the effects on infrastructure caused by land use, zoning, major projects proposed by other bureaus or agencies, developing mitigating measures and coordinating this work with other work groups, bureaus, and agencies

Supervise AICA Program employees:

- Plans and schedules work, estimates staffing needs and assigns projects, review progress and establishes priorities for completion, resolving priority conflicts and ensuring work is accomplished in a timely and fiscally responsible manner
- Establishes performance requirements and personal development targets with assigned staff, evaluates performance and provides performance improvement and development guidance

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Decision Package 2 – CIP Planning and Delivery Improvements

Class #30000448 – Business Systems Analyst – Condition Assessment *\$111,096*

Under general supervision, performs difficult and responsible work process analyses; develops customer requirements specifications, systems interfaces and test plans; works with bureau staff, staff from other bureaus and software vendors to translate business needs into computer software designs; trains customers on new applications and processes; and performs related duties as assigned.

The Business Systems Analyst will be responsible for a number of tasks, which includes:

- Working with stakeholders and subject matter experts to develop a list of data needs for field collection (AICA)
- Develop a data gap analysis between what data exists and the need
- Develop protocols for field data collection and develop the technology for data collection
- Develop methods of and for receiving field collected data and translating it into a database for use by SWSP and – the Bureau
- Develop a system for updating the existing Hansen asset management database with the relevant collected data
- Work to develop a system to update the Stormwater System Planning Risk Assessment program as new field data is collected and added to Bureau databases
- Assist the Sr. Business Systems Analyst on the Stormwater System Planning Team in development of interactive GIS tools and the training for their use. There will likely be an ongoing need for this work as the Risk Assessment is refined.

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Decision Package 2 – CIP Planning and Delivery Improvements

Class #30000157 – Industrial Maintenance Millwright – Condition Assessment, Field Tech \$98,586

This position, Industrial Maintenance Millwright, Condition Assessment - Field Technician, will be assigned to the Columbia Blvd Wastewater Treatment Plant (CBWTP) Mechanical Maintenance program. This position is essential to the Wastewater Group's long-term goals of ensuring necessary predictive, preventive and emergency maintenance objectives for the Bureau. Industrial Maintenance Millwright duties include performing preventive and predictive maintenance on various types of industrial machinery as well as repairing and replacing failed assets. Typical tools of the trade used include precision hand tools, power tools, precision measurement tools, and basic machine tools. The work completed by this position will be critical for successful operations of the treatment plants.

Typical Duties/Examples of Work

1. Installs, maintains, operates and repairs all types of industrial machinery including pumps, piping, boilers, compressors, conveyors, tanks, sweeps, blowers, mixers, gear boxes, fans, blowers, de-watering equipment, hydraulic systems, treatment plant facilities, heating, ventilating and air-conditioning systems, and related equipment.
2. Operates, repairs and maintains sewage collection pump stations.
3. Plans, coordinates and executes maintenance activities.
4. Installs, maintains and repairs wastewater process equipment and systems, including sluice gates, bar screens, grit separators, clarifiers, aeration systems, solids and sludge handling equipment; connects and maintains liquid chlorine tank cars and delivery system.
5. Performs machinery diagnostics and troubleshooting; evaluates condition and performance of equipment and systems; makes modifications and improvements.
6. Write stores and processes work orders, equipment history, specifications and maintenance tracking using computerized system.
7. Plans and estimates jobs, establishes work priorities and purchases equipment and supplies as necessary.
8. Provides construction support for Capital Improvement Projects, including reviewing design, furnishing site-specific information, and aligning and installing new pumps and other equipment.
9. May serve as lead over other journey trades and lower-level classifications; provides training and instruction.

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Decision Package 3 – Workforce

Class #30000531 – Training and Development Analyst -Training Coordinator (Limited Term) \$111,096

Under general direction, designs, develops and implements specialized training programs and materials; assists in administering and evaluating training programs and maintains comprehensive documentation; provides internal consulting and facilitation services for work process improvement initiatives; and performs related duties as assigned.

- This position will assess staff and manager training and development needs and resources within the Engineering Services Group, ranging from basic City/HR training and employee onboarding needs to professional project management, professional/technical training, and software training needs. Engineering division and workgroups are located at multiple worksites across the city, and career fields/disciplines vary greatly (including; administrative, technicians, specialized engineers, construction managers, public works inspectors, and urban planning/land use fields).
- Assess overall organizational needs, strategic initiatives, and process improvements efforts and recommend training approaches and related organizational improvements.
- Work closely with Engineering Services managers and staff to plan, develop, and implement a training program for the workgroup that supports employee development and retention, optimizes use of training budget resources, and links training opportunities to career ladders and performance evaluations. Work with group and bureau operations staff to forecast training needs with staff growth and expected reorganization.
- Coordinate with bureau-wide and City -wide training efforts and resources to manage and track staff training and development, potentially through creation of a workgroup-specific database or other training/tracking system. Ensure institutionalization of training program and expectations across multiple worksite.
- Identify and/or coordinate specific training opportunities (e.g., contract with Portland State University or other partner for Project Management training).
- Review, develop, and/or customize existing and new training materials; conduct training on some topic areas as assigned.
- Create and implement recommendations for long-term institutionalization of training program, tracking system and performance evaluation approaches, after limited term position ends.

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Decision Package 5 – Responsive Business Systems

Class #30000448 – Business Systems Analyst – Investigations Division \$111,096

Under general supervision, performs difficult and responsible work process analyses; develops customer requirements specifications, systems interfaces and test plans; works with bureau staff, staff from other bureaus and software vendors to translate business needs into computer software designs; trains customers on new applications and processes; and performs related duties as assigned.

This position will report directly to the Division Manager and will support the data management initiatives of the Division as well as the specific initiatives needed to improve the reliable storage and accessibility of data managed by the Investigation and Monitoring Services Section, Field Operations Section, Coordinated Site Analysis Section, Laboratory Section, and Data Acquisition and Management Section. Specifically, this position will, under the umbrella of the Environmental Investigations Division (EID) Data Management Charter:

- Lead the development and implementation of the EID Environmental Data Management Plan (EDMP)
- Coordinate with the Senior Business Systems Analyst assigned to the Pollution Prevention Services Group by the MDAS
- Lead the development and implementation of business process necessary to ensure consistent, secure, efficient, accessible, and reliable storage of quality data for bureau customers.
- Collaborate with the MDA’s Senior BSA and Enterprise Data Architect and EID Section Managers on bureau-wide data standards to ensure compatibility across various data sources
- Assist with evaluation of data lifecycles for data generated by the EID and develop and implement process for retention and disposal of data and affiliated records
- Provide technical assistance on data management issues affiliated with Division data management platforms, including but not limited to; the Laboratory Information Management System (LIMS), Janus, Neptune, HYDRA, Aquarius, iPACs, Trim and Heron
- Configure and integrate data platforms to fit data flow, relationships, and desired outputs
- Work with data customers to provide training on data interface systems and to identify and address service deficiencies related to data access
- Create user guides to ensure consistent implementation of EID data management processes
- Identify opportunities and mechanisms for displaying data availability via GIS.

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(listing the major duties and responsibilities of each new position)

Decision Package 5 – Responsive Business Systems

Class #30000567 – Financial Analyst *\$111,096*

Under general supervision, performs responsible financial, statistical, budgetary and other management analyses in support of the development and administration of City and bureau budgets, including the preparation and/or review and analysis of financial plans, operations and organization; assists in the preparation of recommendations on both long-term financial plans and day-to-day business operations; and performs related duties as assigned.

This position will assist the Financial Planning Division with; bureau budget development, year-round budget monitoring of divisions and sections; responses to finance related inquiries; and other fiscal analysis necessary to accommodate the implementation of significant bureau-wide initiatives. Additionally, the position will assist in monitoring BES revenue and expense interagency agreements and intergovernmental agreements. The position will participate in modifications to the financial structure to allow the bureau to track and monitor financial performance metrics and be able to report on an ad hoc and annual basis. The position will assist senior level staff in the development of utility rate and fee setting and assist in financial forecasting. The successful candidate will be proficient in using Microsoft Excel, Word, and Powerpoint, be able to learn and use the City's financial system SAP, the City Budget Office's BRASS system (or its successor product), and other financial products yet to be determined.

Bureau of Environmental Services

FY 2018-19

Position Descriptions for all Decision Packages

(listing the major duties and responsibilities of each new position)

Decision Package 5 – Responsive Business Systems

Class #30000451 – Management Analyst – Procurement Assistant *\$111,096*

Under general supervision, performs responsible administrative, financial, statistical and other management analyses in support of City and bureau activities, functions and programs; recommends action and assists in formulating policy, procedure and legislative positions and in budget development and implementation; and performs related duties as assigned.

- Provide guidance to bureau staff regarding federal, state and City procurement and contracting laws, rules, policies, guidelines and procedures
- Process competitive procurements for securing a wide variety of goods and services including developing solicitation documents (i.e., request for proposals and invitations to bid), facilitating pre-proposal meetings, and facilitating proposal evaluation and contract award processes
- Process direct, sole source, emergency, and special procurements
- Draft and process contracts and contract amendments, ensuring vendors are in compliance with City contracting requirements, routing for approval and execution, managing contract data in SAP and producing relevant reports, and processing final payment and contract closeout certification reports
- Process and monitor contract, grant and intergovernmental agency awards to ensure project managers are in compliance with contracting requirements
- Maintain procurement documentation and file management including record retention and archival in TRIM, and managing public records requests
- Support BES and City equity goals by assisting in identifying qualified disadvantaged, minority and women-owned, and emerging small businesses (D/M/W/ESBs) to participate in BES contracting opportunities and to ensure bureau staff are in compliance with equity contracting requirements