



Technology Analyst - Sewer Utility

J o b D e s c r i p t i o n

JOB INFORMATION

Approved Date:	8/6/2026 8:04:49 PM
Working Title:	Technology Analyst - Sewer Utility
Job Family:	Technology
Classification:	Technology Analyst

ORGANIZATION

Department:	Public Works
Cost Center/Program:	4024 - Sewer Utility - Engineering
Exemption Status:	Exempt
Union:	Not Represented

JOB SUMMARY

The responsibilities of this classification include analyzing, planning, organizing and managing a network of databases; for writing and maintaining application programs; for the creation of maps, graphs, charts and/or web based applications and interfaces used in meeting the business and technological needs of the County. Assists the general public in accessing information and assists other technical staff and customer project teams in project development, planning and analysis.

Distinguishing Characteristics

The Technology Analyst classification is the third classification in a six-level classification series. It is distinguished from other classifications by the level of expertise required in evaluating, designing, maintaining high level systems and servers. Incumbents are responsible for evaluating, designing, maintaining, and operating high level systems and servers in support of enterprise-wide functions, provide IT planning and management of complex projects in support of specific County functions, provide business analysis for project management, develop web sites and applications, and serve as technical expert in telecommunications.

The Technology Analyst - Sewer Utility manages the Sewer Divisions utility asset management databases used for facility maintenance and personnel activity tracking. The position is responsible for ensuring that the Division's maintenance staff, operations staff, and inspection staff are able to access critical infrastructure software systems and continues to advance the division by pursuing emerging software tools and strategizing opportunities for optimization. Position is also responsible to assist in developing and growing the asset management program for conveyance facilities in tandem with the facility operations team and division management for other Sewer Utility Infrastructure. The position operates with limited oversight and works with other division Technology Analysts on collaborative projects which support Kitsap County Public Works, and reports to an Engineering Supervisor.

JOB FUNCTIONS

Essential Functions

Essential Function	% TIME
Designs, creates and maintains internet and desktop applications. Creates reports which present and summarize data to effectively meet project objectives. Writes programs to perform analyses. Creates models and uses specific programming language. May perform statistical analysis functions. Plans, analyzes, develops, creates and manages applications. Writes code using the most up-to-date technology to produce computer system products. Plans, builds and tests computer applications for County departments and other outside agencies and individuals; translates database design goals to projects; and evaluates project requirements.	35%
Performs maintenance and administration of computer systems to include; recommending the purchase of equipment, installing software and hardware; solving computer and printer errors; updating and maintaining databases and ordering equipment. Conducts or assists in demonstrations	35%

Essential Functions

Essential Function	% TIME
and presentations of applicable technology. Maintain Sewer Application Hub Site, Sewer Division Asset databases, Business Source Control and FOG inspection application, ArcGIS Sewer Layer Database, and other critical dynamic database tools.	
Works with end users and staff, providing support, technical assistance and trouble-shooting of applications; advises owners and users on the design and implementation of projects using the County technology services; identifies appropriate database requirements; and verifies the quality of the data. Participates in team project design and development efforts including: MDI process, database design, hardware evaluation and report design. May serve as project coordinator. Represents the department at meetings, seminars and conferences with process decision making responsibility.	30%

Required for All Jobs

Performs other duties as assigned
Complies with all policies and standards

This Job is Essential	☒
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QUALIFICATIONS

Education			
Education Level	Education Details	Required/Preferred	
Bachelor's Degree	In Information Technology or related field	Required	

Work Experience

Experience	Experience Details	Required/Preferred	
4 years	4 years experience related to area of assignment	Required	
2 years	Experience administering or implementing utility/public-works asset management systems	Preferred	
2 years	Experience maintaining/editing sewer layers, spatial analysis, GPS data collection/processing, and integrating GIS with asset management systems	Preferred	
2 years	Database administration, data modeling, quality control, and integration between systems (GIS + asset management + custom apps)	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
DL NUMBER - Driver License, Valid and in State	Washington State	Upon Hire	Required	

Equivalency

Relevant work experience demonstrating required knowledge, skills, and abilities may substitute for educational requirements. Work experience is essential and cannot be replaced by additional education.
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ESRI Technical or GISP Certification	Upon Hire	Preferred	or
Certified Technical Specialist in Asset Management (CTAM)	Upon Hire	Preferred	or
Institute of Asset Management (IAM) Certificate	Upon Hire	Preferred	or
Vendor or platform training/experience documentation for Cartegraph	Upon Hire	Preferred	

Knowledge, Skills and Abilities

KSAs	
Appear for scheduled work and complete assigned tasks within a reasonable period of time.	
Establish and maintain effective working relationships with others using tact, courtesy and good judgment.	
Maintain confidentiality and adhere to policy and procedures of the county and department.	
Communicate effectively orally and in writing.	
Utilize various computer applications specific to the department including databases, word processing, document imaging, spreadsheets, and web-based systems for entering, retrieving and researching data and records.	
Physically perform assigned duties and essential functions of the position.	
Computer technology and database design concepts, principles, practices, and techniques	
Programming languages and techniques and data conversion methods	
Techniques of analysis and presentation	
Mathematics pertinent to area of assignment	
Customer service techniques	
Using computers, email, internet, related software applications and specific systems	
Creating and maintaining applications using system development tools	
Managing projects and prioritizing time and tasks; summarizing and presenting data	
Designing, creating and maintaining websites	
Establishing and maintaining effective personal relationships with County and other officials, at all organizational levels and with the public	
Communications, oral and written, sufficient to exchange or convey information and to receive work direction.	

Core Competencies

Demonstrates values-based competencies in line with the core values that are the foundation of all activities performed by employees in order to achieve the Mission of the Company:	
Time Management	Uses their time effectively and efficiently; values time; concentrates their efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.
Drive for Results	Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

Remote Employment

Remote Employment Type:	Flexible Hybrid – Predetermined by Management
Remote Employment Text:	The position has flexibility in onsite working hours, scheduling field work, and an option to work remotely up to 16 hours a week upon approval.

Weight Bearing Activities

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Weight Bearing (Standing & Walking)	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Weight Bearing Standing	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Weight Bearing - Walking	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Walking on Uneven Terrain	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Running	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Jumping	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Climbing Ladder, stairs, stools	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	may periodically climb stairs
Balancing	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	to access low filing cabinets/ shelves
Bending at the waist	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	accessing files, office supplies, and equipment
Twisting at the waist	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	to access low filing cabinets/ shelves
Stooping Slight bend at knees	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	
Squatting	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	

Other - Non-Weight Bearing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sitting	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	
Kneeling One or both knees	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Crawling On hands and knees	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Lying Down	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Back, side or stomach	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Lifting/Carry/Push/Pull

Lifting

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Lifting 0-10 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	office supplies, paperwork, and files
Lifting 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	office supplies, paperwork, and files
Lifting 21-35 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	office supplies, paperwork, and files
Lifting 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Lifting 50 + lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Carry

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Carry 0-10 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	office supplies, paperwork, and files
Carry 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	office supplies, paperwork, and files
Carry 21-35 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	office supplies, paperwork, and files
Carry 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Pushing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pushing 0-10 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	file drawers, office equipment, files
Pushing 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	file drawers, office equipment, files
Pushing 21-35 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Pushing 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Pulling

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pulling 0-10 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	file drawers, office equipment, files
Pulling 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	file drawers, office equipment, files
Pulling 21-35 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Pulling 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Upper Extremity/Arm Movement

	Dominant Arm - Frequency/Percentage Time/Max Time	Non-Dominant Arm - Frequency/Percentage Time/Max Time	Examples of how activity is performed
Reaching Above shoulder level	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	accessing files, office supplies, and equipment
Reaching at shoulder level	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Reaching below shoulder level	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Steering Equipment, Vehicles	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	

Cervical Spine/Neck Movement

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Extension of neck looking forward	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	
Flexion of neck looking downward	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	
Twisting of neck side to side	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	

Upper Extremity/Hand Activities

	Dominant Arm - Frequency/Percentage Time/ Max Time	Non-Dominant Arm - Frequency/Percentage Time/ Max Time	Examples of how activity is performed
Fine Manipulation	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	
Keyboarding/Typing	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	
Simple Grasp	Seldom/Infrequent: 1- 10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1- 10% - May occur, but not on a daily basis or less than 30 minutes per shift.	office supplies, equipment, phone
Up & Down Flexion of Wrist	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	
Side to Side Motion of Wrist	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	
Turning/Rotation of wrist/hand	Seldom/Infrequent: 1- 10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1- 10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Gross Manipulation	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Powerful Grasp/Tight Grasp	Seldom/Infrequent: 1- 10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1- 10% - May occur, but not on a daily basis or less than 30 minutes per shift.	office supplies, equipment, phone
Hand Controls	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	
Repetitive Motion	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	

Sensory Functions (See, Hear, Smell)

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sight: Distinguish objects, depth perception, field of vision, color identification, near and far acuity necessary to operate equipment, machinery, etc.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	documents, computer screen, files may be color coded
Hearing: Comprehend oral language and sounds and react appropriately. Follow oral directions.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	
Speaking: Orally communicate	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	

Sensory Functions (See, Hear, Smell)

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
information and ideas with comprehension		
Reading: Comprehend and retain the written word.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	documents, computer screen
Writing: Composing communications in writing	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	
Math: Compute a series of numeric variables, measurements	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	

Working Conditions

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Uneven Ground	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Exposure to Bloodborne Pathogens	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Work Outside	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Customer/Public Contact	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Work Inside	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	office environment
High Elevations	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Moving Objects	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Slippery Surface	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Wetness	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Temp.Humid/ Extremes	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Temp. Cold Temp	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Confined Spaces	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Special Clothing	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Boots and high-visibility vests
Vibration	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Working Conditions

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Use of Solvents	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Use of Detergent	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Chemical Contact	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Chemical Vapors	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Occasional exposure to H2S vapors near manholes or in sewage pump stations
Dust or Particles	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Toxic Substances	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Explosives	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Radiation	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Electricity	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Noise intensity	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	May occur while visiting lift stations or treatment plants (hearing protection is provided)

Mental/Psychological Demands

Mental/Psychological Demands	Required Yes/No (Blank)	Examples
Understand & follow directions – with little or no direction	Yes	
Memory – Ability to remember and recall procedures, processes and activities routine in nature.	Yes	
Regular and reliable attendance	Yes	
Ability to problem Solve	Yes	
Ability to perform complex & varied tasks	Yes	
Ability to develop & maintain positive work environments	Yes	
Ability to supervise/lead and influence others	Yes	Providing training and positive interactions regarding information technology systems

Operational Equipment

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Foot Controls	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	
Mechanical/Electrical parts	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Driving – Regular Vehicle	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	
Driving DOT/CDL Vehicle	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Operate Heavy Equipment	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Operate Heavy Machinery	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Small hand tools	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Operate power equipment such as drill/saws	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Other Requirements

Equipment, Machines, Vehicles Operated:	County vehicle/personal vehicle and computer
Tools, Implements Used:	May use survey related tools
Special Knowledge, Skills and Abilities:	
Respirator Use Required (other than nuisance dust mask). Describe:	

PRE-EMPLOYMENT EXAMS

POST-EMPLOYMENT

COMPENSATION

Annual Max:	\$123,412.69
Annual Min:	\$96,467.18
Hourly Max:	\$0.00
Hourly Min:	\$0.00