

## **SENIOR ENGINEERING AIDE/Liaison to Planning Dept. Grade E-3**

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### **JOB DESCRIPTION**

Works under the direction of the Director of Public Works or designee. Assists the Public Works Department and the office of Planning & Community Development with environmental compliance, stormwater permitting and stormwater management compliance. Performs specialized and technical work as needed to administer and enforce NPDES (National Pollution Discharge Elimination System) regulations and MS4 stormwater permit requirements and provides technical support for the Town's storm water system.

Duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position:

- Inventory/inspect MS4 structures to ensure they meet current regulations;
- Assist in ensuring compliance with the Town's MS4 permit;
- Work with developers/contractors to comply with stormwater rules and regulations;
- Provide guidance for the Public Works Department on good housekeeping and stormwater compliance; Assist with storm water permitting to Jessen dependence on contracted consultants;
- Assist in the field verification of stormwater systems to ensure that they have met all necessary requirements;
- Assist in permitting of proposed land uses;
- Assist in updates to the Town's Master Plan;
- Other duties as needed

May exercise supervision of lower grade employees.

Incumbent must be able to work independently with minimal supervision. Must be able to exercise tact and diplomacy to deal effectively with fellow employees, the general public and contractors in the performance of duties.

### **RESPONSIBILITIES**

Performs semi-professional engineering and inspection work in the field or office.

Apply working knowledge of data collectors and GPS units, performs mathematical calculations as may be required.

Aids in maintaining the Town's MS4 permit program; provides input on the MS4 annual report as required to maintain permit compliance.

Performs inspections of public and private construction and utility projects for adherence to grading, erosion and sedimentation control.

Inspect stormwater infrastructure, channel & bank stabilization; detention pond construction and maintenance, permanent water quality facilities and associated best management practices (BMP's) to ensure compliance with permits, regulations, specifications and programs.

Prepare site inspection reports with corrective action recommendations, if necessary.

Attend and participate in public meetings, provide/coordinate responses to public comments.

Review MS4 implementation annual reports and provide comments (internally).

Assist with performing plan and specification review, verifying legal descriptions and maps; performs survey site checks; performing drafting functions; Ensures engineering criteria and specifications are maintained; Administers and inspects contract construction activities. Maintains and organizes project files; Coordinates completion of research and analysis;

Assists the Public Works Department and Office of Planning and Economic Development with attending and participating in meetings with developers, citizens, engineering firms, utility companies and other governmental entities; responds to public inquiries. Prepare reports, memos and correspondence; Coordinates activities with other Town departments, municipalities and public agencies.

Performs other related work as assigned.

## **QUALIFICATIONS**

Bachelor's Degree in Planning or Civil Engineering Preferred. Plus a minimum of two years of specialized experience in surveying.

## **JOB ENVIRONMENT:**

Work is performed indoors and outdoors; outside work is performed under varying environmental conditions; incumbent may be exposed to inclement and disagreeable weather conditions such as extreme heat, cold, rain, snow or sun as well as difficult terrain.