

Job Description

Human Resource Use Only
Position Number:
Step/Grade
Effective Date:

POSITION IDENTIFICATION

Position Title: Engineering / Stormwater Technician

Division: Department of Public Infrastructure – Engineering Division

Status: Full-Time Hourly

Workweek: Monday - Friday

SUPERVISORY RELATIONSHIPS

Reports to: Engineering Division Manager

Directly Supervises: None

POSITION PURPOSE

This position involves the application of technical engineering skills and knowledge of public works construction projects in the field and office. This position must combine expertise in engineering, surveying, drafting, and knowledge of construction methods and materials for street, sewer and sidewalk construction to determine if contract specifications are met. This position is also responsible for developing, coordinating, and enforcing the City's stormwater management and erosion control programs. This position oversees stormwater related educational programs, performs public and private facility inspections, oversees implementation of stormwater maintenance contracts and resolves local drainage issues. The employee must be proficient in the principles of computer aided drafting and design (CADD) and GIS. Most assignments are performed in accordance with prescribed procedures and practices, though difficult assignments and those requiring considerable application of engineering skills are outlined in detail and performed under supervision of the Engineering ~~Division Manager Team Leader.~~

ESSENTIAL DUTIES

- Assists with performing complex street, intersection, geometric, and sewer system designs
- Establishes and calculates grades for streets, curb and gutter, sewers, sidewalks, ponds, infiltration basins, and rain gardens
- Uses the Wisconsin Department of Transportation's Facilities Development Manuals [and City's Engineering Design Manual](#) in designing various construction projects
- Makes necessary corrections and changes to the plans in the field (to account for variations in the field) without consulting the Engineering ~~Division Manager Team Leader~~ or makes recommendations to the Engineering ~~Division Manager Team Leader~~ regarding more complex field changes and problems
- Performs advanced drafting of sewer, street, sidewalk, and other construction projects while displaying accuracy and neatness
- Uses the Computer Aided Drafting and Design (CADD) System for mapping, drafting plans, complex street, sidewalk, and sewer design work, data base integration, updating existing plans, maps, and drawings, and other various required projects

- Writes contract specifications for various contracts
- Prepares cost estimates, bid proposals, bid tabulations, pay estimates and various other contract documents
- Measures, records and inspects construction for contract payments and public works records
- Maintains various record documents (street and sewer inventories, etc.) and prepares reports as needed
- Prepares special assessment costs for various projects
- Attends public informational meetings for various construction projects
- Responsible for compliance of the Department of Natural Resource's WPDES Stormwater Discharge Permit for the City, including but not limited to, public education, outreach, involvement and participation, illicit discharge detection and elimination, construction site pollutant control, post-construction site stormwater management, pollution prevention, storm sewer system map, annual report and schedule of compliance
- Responsible for applying NR 151, NR 216, and other applicable rules to all developments
- Responsible for enforcement and compliance of the City's Municipal Code for Stormwater issues under Chapters 28, 29 and 30
- Responsible for overseeing all facets of the stormwater management budget
- Responsible for drafting all documents needed for the stormwater program (letters, notices, press releases, PowerPoint presentations, maintenance plan and agreements, education materials, and flyers)
- Responsible for the preparation of stormwater grant applications, administering grants, grant reporting and reimbursement
- Responsible for updating the City's Stormwater Management Website
- Responsible for mapping and maintaining stormwater management geodatabase using GIS system
- Reviews site plan developments to conform with City policy
- Oversees implementation of stormwater maintenance contracts
- Responds to citizen complaints regarding stormwater issues
- Responsible for field observation of work in progress on a weekly and rain event basis
- Assists in developing and implementing long range maintenance plans
- Issues sidewalk, erosion control & stormwater management permits
- City liaison with DNR and the Army Corp. of Engineers
- City's representative on the Northeast Wisconsin Stormwater Consortium (NEWSC)

OTHER DUTIES

- Performs other duties as assigned

MINIMUM POSITION QUALIFICATIONS

Education: A two-year degree in Civil Engineering Technology or an equivalent education in a related field (i.e., drafting, surveying, etc.) and three to five years of experience in an Engineering environment or equivalent is required.

Experience: Experience in stormwater management and erosion control issues is preferred. Knowledge using Microstation V8i and ARCGIS would be a plus.

Certifications/Licenses: Must possess a valid Wisconsin Driver's License

KNOWLEDGE, SKILLS, & ABILITIES

Considerable knowledge of the principles and practices of civil engineering, mathematics (including trigonometry), surveying, and construction methods and materials; considerable knowledge of the principles, methods, and techniques of drafting; considerable knowledge of mathematical procedures and the ability to perform advanced engineering calculations accurately; skill in the use of survey and drafting instruments, including computer aided drafting and design (CADD); considerable knowledge of the public land survey, and the state plane coordinate systems; ability to design and plan street, sewer, curbing, and sidewalk construction plans and specifications; ability to conduct land, construction, and cross sectional surveys; considerable ability to read, interpret and understand construction plans and specifications; computer experience with personal computer programs including ~~Microsoft Word, Excel and Access~~ ~~word processing, spreadsheet, database~~, e-mail, GIS and stormwater modeling software; ability to understand and follow oral and written instructions; ability to get along well with others including other employees and the general public and to deal with them in a courteous and ~~tactful~~ **professional** manner; ~~Must have the ability to be thorough and~~ **dependable**. Ability to read and interpret design manuals, specification manuals, City Ordinances, State laws, building codes, and any other necessary codes or regulations; ability to read and interpret construction plans and specifications; ability to present facts and recommendations effectively in written and oral form; ability to prepare drawings from field notes. Must exercise good judgment at all times; must have the ability to maintain a professional attitude and a reasonable demeanor during all conversations; must have the ability to discuss and resolve problems in a tactful and professional manner. Ability to work under adverse weather conditions. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

BACKGROUND CHECKS - Condition of Employment

PHYSICAL DEMANDS

The physical demands described 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 functions.

Manual Dexterity: While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to handle or feel; reach with hands and arms; stoop, kneel, carry, twist, crouch; talk and hear. The employee is occasionally required to sit, climb, balance, or smell, and may be required to work in high places.

Physical Effort: The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, occasionally lift and/or move more than 100 pounds.

Working Conditions: While performing the duties of this position, the employee is regularly exposed to outdoor weather conditions; regularly walks over uneven terrain such as construction sites; in close proximity to heavy construction equipment and trucks during site inspection work. The noise level in the office work environment is generally low, however, exposure to very loud noises may occur during the inspection of construction sites as well as being exposed to fumes and airborne particles. The employee must be able to adjust from one schedule to another at short notice and be able to maintain attention to task in overtime situations.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.