



HUMAN RESOURCES DEPARTMENT

TITLE: Stormwater Engineer **LAST UPDATED:** October 31, 2012
DEPARTMENT: Engineering Services **JOB CLASS:** E52
REPORTS TO: Engineering Division Manager **FLSA DESIGNATION:** Exempt

Summary: Under the general supervision of the Engineering Division Manager, performs the daily activities of managing drainage capital improvement projects, reviewing drainage plans for capital roadway projects, reviewing commercial and residential development plans, assisting citizens with local drainage issues, and reviewing drainage master plans and flood studies for the City's creek systems.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions

- Maintains watershed master plans and acts a project manager on master planning efforts.
- Provides direction to and manages consultants regarding the development of plans, construction specifications, and details for assigned Drainage Capital Improvement projects.
- Oversees floodplain issues, reviews flood studies and maintains appropriate records and serves as Floodplain administrator for the City.
- Reviews and approves construction drawings and specifications for private development projects.
- Assists in the development of a ranking system for potential drainage projects and recommends improvements.
- Assists in the development of drainage mitigation solutions.
- Works with federal, state and local agencies to ensure current regulatory standards are being met.
- Works with other City departments to ensure drainage ordinances and standards are being met.
- Submits required annual reports to the National Flood Insurance Program and maintains appropriate records.
- Provides technical guidance to developers, engineers and contractors.
- Assists with the development and implementation of design manuals, ordinances, processes and procedures.
- Provides drainage technical assistance to staff engaged in reviewing capital and development projects.

- Assists in the preparation of contracts, negotiates and mediates differences with contractors, and reviews and processes payment applications and change orders.
- Prepares council agenda items for assigned capital, private development projects, or other special projects.
- Conducts site inspections as necessary for drainage capital improvement projects at all phases of construction.
- Evaluates and responds to public, inter-departmental and city official inquiries.

Other Important Duties

- Travels to attend meetings, conferences, and training.
- Regular and consistent attendance for the assigned work hours is essential.
- Performs other related duties as assigned.

Required Knowledge and Skills

- Knowledge of civil engineering concepts, practices, and procedures related to storm water drainage design.
- Knowledge of federal, state and local regulations governing erosion control and storm water pollution prevention.
- Knowledge of federal, state and local regulations governing flood control.

- Knowledge of City policies and procedures.
- Skill in effective oral and written communications.
- Skill in the use of computers and related equipment, hardware and software, including but not limited to, CAD, GIS, HEC-HMS, HEC-RAS, Excel and Word and the ability to apply such knowledge to a variety of interrelated processes, tasks and operations.
- Skill in planning and implementing drainage studies, design, construction, and short and long range planning, procedures and objectives.
- Skill in developing and reviewing FEMA Map Revisions.
- Skill in soliciting information, cooperating with and negotiating solutions to meet the concerns of citizens, developers, and public officials.
- Skill in reviewing and detecting deviations in specifications from approved engineering practices, codes and ordinances.
- Skill in preparing, developing and presenting technical information to public officials, developers, contractors, consultants and the general public.
- Skill in assisting with the planning and implementation of departmental procedures and objectives.
- Skill in resolving customer complaints and concerns.

Preferred Education, Experience, and Certifications

- Bachelor's Degree in Civil Engineering, or related field, **and** a minimum of five years of experience; **or** equivalent combination of education and experience.
- Must possess a Professional Engineer License. If P.E. license is not from the State of Texas, selected candidate must obtain Texas Registered Professional Engineer license within 6 months from the date of employment.
- Must obtain Certified Floodplain Manager License within one year.
- Must pass pre-employment drug screen, criminal background check and MVR check.
- Must possess State of Texas Drivers License.

Environmental Factors and Conditions/Physical Requirements

- Work is performed in office and construction site environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to standing or walking for extended periods of time on rough terrain, climbing ladders, examining storm water drainage structures, bending, reaching, kneeling and lifting.
- May be subject to exposure to loud noises, heavy equipment, chemicals and fumes, infectious diseases, air and water borne pathogens, insects, snakes and rodents common to the construction or renovation of streets, sewers and drainage systems.

Equipment and Tools Utilized

- Equipment utilized includes a personal computer, copier, calculator, fax machine, other standard office equipment, cellular telephone, and department vehicles and equipment.

Approved By:

Signed by Lori Chapin, Engineering Services Division Manager

Lori Chapin, Engineering Division Manager

11/07/2013

Date

11/07/2013

Shannon Allyn, HR Generalist

Date