

REQUEST TO CREATE NEW POSITION
Monroe County, Indiana

Send this completed form Auditor's Office, Room 209, Monroe County Courthouse for PAC consideration. Please refer to the deadlines for PAC meeting agendas request items each month. Requests received after the monthly due date will be postponed to the following PAC meeting.

Department: Stormwater Management / Public Works

Date of Request: January 25, 2012

Name of Fund: Stormwater Utility

Position Line Number: To be assigned

Position Line Name: Drainage Engineer / MS4 Operator

Salary Requested: \$54,300 Salary Granted: _____

Reason for Request (include a complete description of why request is being made)

Position responsible for coordinating stormwater management at the direction of the Stormwater Management Board, reporting directly to the Public Works Director/Highway. The incumbent coordinates the county's stormwater quality management program, stormwater infrastructure management, and floodplain management program.

Signature of Department Head: *Bill Williams*

Position Name: Public Works Director / Highway Engineer

Disposition of Request by PAC: _____

**IF THIS IS A NEW POSITION (NOT AN ADDITIONAL PERSON IN AN EXISTING JOB)
PLEASE ATTACH A JOB DESCRIPTION FOR REVIEW BY THE PAC.**

**POSITION DESCRIPTION
COUNTY OF MONROE, INDIANA**

POSITION: Drainage Engineer/MS4 Operator
DEPARTMENT: Highway
WORK SCHEDULE: As Assigned
JOB CATEGORY: SO (Special Occupations) 35 hours

DATE WRITTEN: January 2012 **STATUS:** Full-time
FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skills, and/or ability required. The County of Monroe provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Drainage Engineer/MS4 Operator in the Monroe County Highway Department, responsible for coordinating stormwater management at the direction of the Stormwater Management Board, reporting directly to the Public Works Director/Highway Engineer. The incumbent coordinates the county's stormwater quality management program, stormwater infrastructure management, and floodplain management program.

DUTIES:

Administers Stormwater Operations at the direction of the Stormwater Management Board for clean water, improved drainage, and reduced flood hazards.

Supervises stormwater inspector and intern(s); provides overall direction for stormwater tasks for equipment operators along with other employees as directed.

Coordinates with administrative assistant for tasks associated with stormwater management program.

Provides recommended waterway areas for culverts and bridges.

Provides quarterly reports to the Stormwater Management Board.

Prepares annual budget for review by Public Works Direct/Highway for submittal to Monroe County Council Budget Hearings and participates in hearings as required.

Contracts for services as necessary.

Reviews plans for compliance with the Stormwater Management Ordinance (Chapter 761) and advises the County Drainage Board in its administration of that ordinance.

Advises the County Drainage Board with respect to issues that the Stormwater Management Board would like to be reviewed by that Board.

Responsible for preliminary designs for stormwater infrastructure improvements.

Reviews impacts of proposed plans in Karst areas with the Planning Department staff as outlined in the Karst Ordinance (Chapter 829).

Reviews bioretention in parking lot areas with the Planning Department as outlined in the Landscaping Ordinance (Chapter 830).

Directs the inspection of storm drainage installations in subdivisions for compliance with approved plans. Conducts on-site meetings with developer and/or contractor to mitigate problems, as needed.

Coordinates the County's stormwater quality management plan by working with other departments and offices to implement the six minimum control measures specified in Rule 13 (327 IAC 15-13) Public education, public participation, illicit discharge detection and elimination, sediment and erosion control at construction sites, long term (post construction) practices, good housekeeping and pollution prevention for the County.

Provides required reports and documentation to the Indiana Department of Environmental Management for administration of the County's storm water quality management plan.

Administers Chapter 816 (Erosion Control) in coordination with the County Planning Department and the County Legal Department.

Assists technicians with detailed hydraulic studies to improve County floodplain mapping.

Assists with county emergency management by improving real time precipitation information.

Responds to complaints by the public on drainage issues, including drainage of County roads.

Reviews and amends County ordinances related to storm water in conjunction with the legal department as well as any other department(s) that may be affected.

Attends professional education workshops and training seminars, as required.

Occasionally responds to emergencies from off-duty status.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate degree in Civil Engineering or Environmental Engineering or equivalent combination of education and experience.

Must be at least 21 years of age.

Thorough knowledge of principles and accepted practices of engineering and road construction/maintenance. Ability to satisfy minimal requirements for Professional Engineer Registration.

Thorough knowledge of purposes and objectives of Highway Department and of the County's stormwater quality management plans, with ability to assess County needs and effectively design, develop, and implement projects accordingly.

Thorough knowledge of all legal requirements and specifications of with respect to drainage of construction projects, with ability to effectively review and approve project plans and assure proper inspection as needed.

Knowledge of hydrology, hydraulics, and wastewater treatment methods.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other County departments, engineering firms, developers, state agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to operate standard office equipment, including computer, printer, calculator, and telephone.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

Ability to occasionally work extended hours, evenings, and weekends, and travel out of town for conferences, sometimes overnight. Ability to occasionally respond to emergencies from off-duty status.

II. DIFFICULTY OF WORK:

Incumbent develops criteria and ensures proper implementation, of storm water design projects in accordance with general guidelines and applicable rules and regulations, exercising judgment to gain cooperation with various government agencies and assure compliance with all legal requirements. Incumbent's work involves a wide variety of engineering duties, often requiring careful consideration of new and/or unusual situations and circumstances.

III. RESPONSIBILITY:

Incumbent is responsible for ensuring sound stormwater design and for enhancing water quality in receiving streams to promote public health, safety, and welfare in conjunction with developers, consultants, and other agencies. General objectives of incumbent's work are known, with highly unusual and/or sensitive cases discussed with Supervisors as needed. Work is reviewed for soundness of judgment, effect on department goals/objectives, and compliance with applicable laws and legal requirements.

Incumbent reports directly to the Public Works Director/Highway Engineer.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains communication co-workers, other County departments, engineering firms, developers, state agencies, and the public for a variety of purposes, including responding to complaints, negotiating cooperation on projects, explaining and interpreting department policies and legal requirements, and assuring compliance with work standards and specifications.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in both a standard office environment and in the field, involving sitting/walking at will, sitting/walking/standing for long periods, lifting/carrying objects weighing less than 50 pounds, pushing/pulling objects, crouching/kneeling/bending, reaching, close/far vision, color/depth perception, keyboarding, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects.

Incumbent occasionally works extended hours, evenings, and weekends, and travels out of town for conferences, sometimes overnight. Incumbent occasionally responds to emergencies from off-duty status.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Drainage Engineer/MS4 Operator for the Monroe County Highway Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee signature

Date

Type or Print name