Village of Palmetto Bay

Position Description

POSITION OPENING DATE	**FRIDAY, MARCH 28, 2014**
POSITION CLOSING DATE*	***EXTENDED TO FRIDAY, APRIL 18, 2014***

*No applications will be accepted after 5:00 p.m. (local time) on the closing date.

POSITION TITLE:	Stormwater Engineering Technician
FUNCTIONAL AREA:	Department of Public Works
PAY GRADE:	PG 6
CURRENT PAY RANGE:	Min.: $38,376 Annual/ $3,198 Monthly/ $18.45 Hourly
	Max.: $58,947 Annual/ $4,912.27 Monthly/ $28.34 Hourly
CLASSIFICATION:	Non-exempt; Full-time
APPROVED/UPDATED:	October 2012

General Purpose:

Responsible for the general administration and technical guidance of the Stormwater Utility Management Program; inclusive of implementation and compliance, policy review and update, mapping, public outreach, and other technical tasks relative to the assigned area of responsibility.

Supervision Received And Exercised:

Reports directly to the Public Works Director or designee. No direct supervision is exercised, but may be required to supervise contract personnel when necessary.

Essential Duties And Responsibilities:

- Inspects development/construction projects to ensure compliance with approved stormwater and erosion plans; inspects stormwater management facilities such as detention ponds and water quality devices for proper maintenance and operation.
- Conducts inspections of commercial, and residential facilities, outfalls, water bodies and other storm facilities and structures to ensure compliance with federal, state, and local regulations and guidelines related to stormwater management and the NPDES MS4 Permit.
- Maintains accurate and up to date computer records of stormwater facilities, including but not limited to, a computerized inventory of all drainage facilities, inspection records, drainage problems and complaints, and site investigations.
- Updates maps and files regularly and uses data to analyze effect of development on existing drainage problems.
- Ensures Village departments are in compliance with stormwater management, erosion control and floodplain ordinance requirements by assisting with the plan review process.
- Recommends, prepares and processes stormwater work orders for routine maintenance; tracking the progress and completion of the work and providing assistance and input throughout the process.

- Performs water quality and quantity monitoring and data collection.
- Investigates and resolves citizen drainage complaints, flooding reports, emergency spill reports, and/or illicit discharge and connection concerns; documents findings; requests and/or recommends corrective action by the responsible party based on departmental procedures.
- Prepares educational and outreach materials and programs for residents, property owners and developers concerning stormwater maintenance and best management practices (BMP); updates related content on the Village website; provides assistance to the public.
- Assists with the maintenance of the Village's stormwater utility billing records and accounts
- Develops and maintains tracking system(s) for various components of the NPDES MS4 Permit process and assists in preparing the NPDES Annual Reports.
- Prepares grant applications for funding stormwater projects and initiatives.
- Serves as a technical resource on stormwater BMP maintenance.
- Helps maintain the Village's stormwater structure database in GIS.
- Collects field data on constructed and natural drainage systems for input into an electronic mapping system and component database. Develops and produces generated, multi-layer topographic and stormwater or sanitary sewer maps using GIS and CAD software.
- Performs other related duties as assigned.

Minimum Qualifications:

Education & Experience:

- Bachelor's degree from an accredited college or university in Civil Engineering or a water resource related field with coursework in stormwater management; OR
    - an Associate's degree in engineering technology or science field from an accredited college or university and three or more years of prior experience working CAD/GIS mapping software, stormwater /floodplain management programs and/or stormwater drainage system design.
- Technical engineering experience managing stormwater facilities and environmental regulatory compliance programs are strongly desired.
- Must be computer literate with advanced proficiency in Microsoft Word, Access, Project, and Excel.

Other Required Competencies:

- Knowledge and ability to operate a GPS data collector and other related equipment and tools.
- Ability to prioritize and manage multiple projects under minimal supervision.
- Must possess excellent communications skills, both orally and in writing, and relate to the public in a courteous and professional manner.
- Valid Florida Driver's License.
- Ability to work independently and exercise good judgment.
- Must be available for on-call or stand-by and emergency call.

Work Conditions & Physical Factors:

- Must be able to work indoors, as well as outdoors in all climate conditions; may be exposed to sunlight, inclement weather, noise, dust, fumes, dirt, and grease.
- Requires intermittent sitting, standing, walking, bending, crouching, repetitive motion, and occasional lifting of light objects.
- Must be capable to effectively use and operate different office equipment, such as but not limited to, a telephone, desktop computer, calculator, copier, scanner, fax machine, etc.; must also be able to operate field equipment and light tools, including a GPS data collector.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees, colleagues and the general public through the use of the telephone, email and personal contact.
- Must be able to drive and/or travel to different sites and locations.

The minimum requirements may be waived by the Village Manager. The Village of Palmetto Bay reserves the right to update and/or change this job description at any time. Once a conditional offer has been made, selected applicants are required to complete all requisites established by the Village for employment. This shall include verification of employment, a national criminal background check, a review of the applicant's driving record, and a drug/alcohol test.