



Memorandum

Human Resources Division

TO: Vacellia Clark, Chief Examiner
Civil Service Commission

FROM: Human Resources Staff

RE: **Request to Establish New Classification for Stormwater Engineering Technician**

DATE: March 26, 2014

Action Requested

Staff requests the Civil Service Commission approve the new classification of Stormwater Engineering Technician.

Authority

Urbana Civil Service Rules and Regulations – Rule 2.4 (*Classification of New Positions*): “Before a new position is established, the Appointing Authority shall recommend to the Commission its allocation to an appropriate class. The department head desiring to establish a new position shall present, through the Appointing Authority, to the Commission a full statement of the duties, responsibilities of the new positions, together with his recommendations regarding title, qualifications needed and rates of compensation.”

Additional Information

The purpose of this position is to offer professional and technical assistance with the City’s Stormwater Management Program. This position is slated to be classified at Pay Grade 40 (min.: \$25.23/hr., norm: \$26.74.hr.), which is the same pay grade as the existing Engineering Technician classification.

Attachments

- Stormwater Engineering Technician job description.



CITY OF URBANA
Human Resources Division

STORMWATER MANAGEMENT ENGINEERING TECHNICIAN

JOB DESCRIPTION

Division: Engineering
Department: Public Works
Reports To: Assistant City Engineer
FLSA Status: Non-Exempt
Job Type : Civil Service, Non-Union
EEO Category : Technician
Pay Grade: 40

JOB SUMMARY

Under the direction of the Assistant City Engineer, performs a variety of tasks and duties, including infrastructure assessment, maintenance of GIS information, preparation of reports, management of capital improvement projects, erosion control inspections, assisting with infrastructure management and public outreach programs, determining stormwater fees associated with parcels, reviewing and inspecting credit and incentive applications, providing value based customer service, and related work as required for the City's Stormwater Management Program.

ESSENTIAL FUNCTIONS

- Review, update, and maintain impervious surface database for stormwater utility fee billings.
- Assists with annual stormwater utility fee billings for University, School District, Park District, and County units of local government.
- Reviews, updates, and maintains stormwater utility fee credit and incentive databases.
- Inspects stormwater Best Management Practices that have received credits or incentives to determine compliance with program requirements.
- Assist with implementation of NPDES MS4 Best Management Practices.
- Construction coordination and inspection for annual storm sewer cleaning and televising project.
- Reviews and approves Class 1 and 2 Erosion Control Permits.
- Notifies and works with Class 1 and 2 Erosion Control Permit applicants to correct any deficiencies on their permit applications or erosion control plans.

- Performs site inspections of installed erosion control measures for Class 1 and 2 Erosion Control Permits prior to the start of earth moving activities on site to approve that installed measures match the approved erosion control plan.
- Notifies and works with Class 1 and 2 Erosion Control Permit holders to correct any deficiencies on their installed erosion control measures.
- Performs weekly inspections of Class 1 and 2 Erosion Control Permit holders to assure compliance with erosion control plans prepared by permit holders; communicates any failure to comply with the approved SWPPP and/or erosion control plan to the developer and the contractor in writing, and prepare written inspection reports for the City files.
- Maintains and updates Class 1 and 2 Erosion Control Permit Database utilized by the Engineering Division.
- Assist Civil Engineer with maintaining and updating the sewer maps, sewer lining, sewer repairs and manhole inspection GIS databases.
- Assists Civil Engineer with responding to resident complaints regarding sanitary sewer back-ups, wet basements, surface flooding, and street flooding.
- Performs annual inspection of Boneyard Creek.
- Performs annual inspection of Saline, McCullough Creek, and Saint Joseph Drainage Ditch.
- Performs inspections of public and private detention basins.
- Assists in manhole/inlet inspections and prepare written manhole/inlet inspection reports.
- Assists in field survey activities.
- Performs topographic and elevation surveys as required for engineering or operations on upcoming projects.
- Assists Operations Division in performing dye-water and smoke testing of sewers in areas of high inflow (suspected illegal sanitary connections) and high infiltration.
- Assists in construction observation activities.
- Performs other related duties as assigned.

JOB REQUIREMENTS

EDUCATION, EXPERIENCE AND TRAINING

- Two years of practical experience in construction technology and associate's degree in a related field, or an equivalent combination of work experience and education are required.
- Public sector experience in a related area is considered a plus.

KNOWLEDGE

The position requires a high degree of technical knowledge and skill in engineering and construction fields, experience in a customer service based work environment, the ability to develop engineering construction documents, perform routine surveys, and perform construction observation. The following skills are preferred: GIS data entry and mapping, ability to utilize AutoCAD drafting tools, use of field survey equipment, use of spreadsheets and database software and familiarity with regulatory standards, such as IDOT, IEPA etc.

- Civil engineering principles, practices and methods as applicable to a municipal setting;
- General knowledge of stormwater drainage systems, water quantity and quality data;
- Federal, state and local laws relating to stormwater, natural resources, electronic data management and organization;
- English usage such as correct grammar, organization, punctuation, and spelling;
- Use of office software such as word processing, spreadsheets, databases, and GIS software.

ABILITY TO

- Correctly conduct stormwater monitoring;
- Complete basic stormwater computations, write and organize to produce accurate and useful reports from large amounts of information;
- Follow oral and written instructions;
- Prepare and maintain accurate records;
- Prepare and present oral and written reports;
- Type accurately;
- Effectively and tactfully communicate complex technical information, orally and in writing, to contractors, developers, property owners, employees, consultants, other governmental agency representatives, city officials and the general public.
- Effectively operate word processing, spreadsheet, database, GIS, AutoCAD, and Internet publishing software relating to data management and production and graphic design;
- Deal effectively and courteously with associates and the general public;
- Effectively welcome and embrace differences among employees and citizens;
- Perform effectively as a member of a team in carrying out the stated mission and philosophy of the City, Department of Public Works and the Engineering Division;
- Perform the essential functions of the job without posing a direct threat to the health and safety of others.
- Lift a 50lb manhole cover.

- Physical ability to work outside under adverse conditions.

LICENSES, CERTIFICATIONS AND MEMBERSHIPS REQUIRED

- Must possess a valid Illinois driver’s license and a safe driving record.

WORK ENVIRONMENT

- Both indoors in a general office environment and outdoors susceptible to extreme weather conditions.

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MISCELLANEOUS REQUIREMENTS

- Some evening and weekend work is required.
- Must be able to provide transportation at any given time during assigned working hours. If driving a vehicle during the course of performing job duties, incumbent must have appropriate insurance for privately owned vehicle.

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.

The duties listed above 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Prepared By: Brad Bennett, Asst. City Engineer and Elizabeth Borman, Asst. HR Mgr. 3/24/2014
Signature Date

Approved By: _____
Human Resources Manager Date

Approved By: _____
Department Head Date

Class Specification History

New class: