

Adopted: September 2001, Revised: \_\_\_\_\_

## Class Title: Storm Water Engineer

### **BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Provides leadership and management to the division responsible for improving the quality of storm water runoff, ensures the reducing of pollutants entering the storm water system and the minimizing of flooding.

### **ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Provides leadership and managerial direction by establishing and maintaining a work environment conducive to achieving divisional goals, establishing objectives, attracting and retaining talented workers, promoting training, acquiring and allocating resources, and exploring means for delivering services quick, better, and cheaper.
2	L	Manages permit compliance by overseeing the performance of all activities associated with meeting the requirements detailed in the city's Virginia Pollution Discharge Elimination System permit which covers areas including public education, system maintenance, discharges, enforcement measures, and monitoring.
3	S	Performs financial responsibilities by coordinating the preparation of capital improvement and operating budgets, monitoring and projecting revenues and expenditures, prioritizing capital projects and equipment items, and implementing procedures to increase efficiencies.
4	S	Serves as a division representative by representing the division at civic league, business association, Redevelopment and Housing Authority, Corp of Engineer, Planning District Commission, River Project, and Department of Environmental Quality meetings.
5	S	Provides leadership and managerial direction to emergency storm clean-up teams.

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**CLASS REQUIREMENTS:**

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Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Seven years experience.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read federal and state laws, policies and procedures, and technical documents.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write policies and procedures, ordinances, grant applications, business correspondence and technical reports.
Managerial	Managerial responsibilities include developing and implementing goals and objectives, and allocating resources.
Budget Responsibility	Oversees budget preparation of division budget and reviews and approves expenditures of significant budgeted funds for the division; may research and prepare recommendations for Citywide budget expenditures. Develops and manages the storm water capital improvement project program including managing individual programs and projects.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended.
Interpersonal / Human Relations Skills	Contacts others within the organization and community. These contacts may involve extensive contacts with citizens and civic leagues and Council members and similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with citizens, civic groups, contractors, brokers, sales representatives and other departments and agencies.

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**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Inter-office, meetings, presentations, supervision, inspections
Sitting	F	Computer, desk work, meetings, presentations, answering telephone
Walking	F	Inspections, to/from meeting site
Lifting	R	Office supplies, office equipment
Carrying	O	Office supplies, office equipment
Pushing/Pulling	R	Flood gates
Reaching	R	Retrieve tools and office supplies
Handling	O	Files, documents, reports, permits
Fine Dexterity	F	Computer keyboard, calculator, writing
Kneeling	N	
Crouching	N	
Crawling	N	
Bending	F	Inspection of projects or equipment
Twisting	N	
Climbing	O	Stairs
Balancing	N	
Vision	C	Computer, desk work, driving, filing, inspections
Hearing	C	Telephone, co-workers, vendors, customers, staff, meetings, presentations
Talking	F	Telephone, co-workers, vendors, customers, staff, presentations
Foot Controls	F	Driving
Other (specify)	N	

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**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, laser and inkjet printer, copy machine, fax machine, telephone, calculator, pager, motor vehicle, Standard Microsoft Windows and Office software

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 3 below)	N

- (3)