

City of Caldwell

Class Specification

Class Title	ENVIRONMENTAL ENGINEER
Job Valuation Number	2085
FLSA Designation	Covered
Pay Grade	Level 9
Effective Date	October 2020

General Statement of Duties

Implements the City's stormwater management program and other environmental programs including development and administration of related policies, ordinances and regulations; performs related work as required.

Classification Summary

The principal function of an employee in this class is to implement the City's stormwater management program and other environmental programs including development and administration of related policies, ordinances and regulations. This person may serve as a project leader on the Development Team and is responsible for delivering exceptional customer service to the public and to City employees. This class is distinguished from the class of professional engineer by the necessity of individuals in this position to serve an internship as an Engineer-in-Training under the direction of a professional engineer. The work is performed under the direct supervision of the Assistant City Engineer. This person may supervise the engineering activities of other engineering department staff as required or as assigned by supervisory personnel. An employee in this class performs the duties of other employees in the Engineering Department as required or as assigned by supervisory personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with all City employees, business owners, government agencies, contractors, engineers, and the public. The principal duties of this class are performed in a general office environment with an emphasis on teamwork; work responsibilities including both indoor and outdoor tasks.

Examples of Work (Illustrative Only)

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Implements the City's stormwater management program, including but not limited to, stormwater policies, ordinances and regulations;
- Directs the public education and outreach program;

- Directs and coordinates stormwater management with other City departments, including ensuring new construction and development projects are in compliance with the stormwater management plan;
- Works in conjunction with the Water, Wastewater and Street departments to adhere to all permits, regulations and maintain up to date permit requirements and education surrounding the practices;
- Represents the City to federal and state agencies, co-permittees, the community and other affected and interested parties in negotiating and ensuring City compliance;
- Coordinates with other City departments in planning and implementing environmental compliance programs including, but not limited to, groundwater, surface water, air quality, energy conservation and watershed and habitat management;
- Writes and administers grants on stormwater management and environmental programs;
- Develops water quality sampling programs for surface water related programs and regulator issues to match City's current projects or needs;
- Reviews stormwater program monitoring plans, annual reports, SOP's, data and analysis;
- Participates in water quality standards and criteria development, reviews and negotiated rule making;
- Comments on regulatory proposals or actions, reviews NPDES permit and interprets technical water quality data to assist in the development of policy and procedures;
- Communicates with management to formulate city response on regulatory actions or proposals;
- Creates and delivers presentations for City educational outreach programs and activities;
- Responds to public questions and concerns regarding water quality;
- Plans, develops and implements Municipal Separate Storm Sewer System (MS4) programs, projects and permit requirements applicable to various departments within the City;
- Coordinates the City's MS4 program and ensures implementation of permit obligations;
- Coordinates collection, review, compilation and submittal of annual Stormwater Report and update of Stormwater Management Plan to permitting agency;
- Advises and assists with MS4 program, development, modification, implementation and regulatory issues;
- Coordinates the development and implementation of the MS4 offset and inspection and maintenance program elements;
- Consults with development community, business owners and property owners concerning MS4 program requirements;
- Analyzes and interprets effects of current and proposed environmental regulations, legislation, standards and policies;
- Proposes and directs implementation of MS4 regulations and prepares reports for various agencies;
- Evaluates state and federal stormwater regulations, water quality reports (e.g. Idaho Integrated Report) and MS4 regulations that impact the City's MS4 program;
- Coordinates information that impacts City stormwater collection systems and the residential, business and commercial users of the system;
- Conducts national policy research and analysis of water resources programs to address water quantity and quality issues;
- Compiles research and writes briefs regarding water policy matters from environmental, engineering and legal perspectives to ensure a sustainable supply of water resources;

- Develops and implements project plans in support of the program's broad goals provided by leadership and citywide team;
- Conducts research related to water rights acquisitions, reservoir storage, river flow protection and irrigation infrastructure programs for the City;
- Coordinates with various City departments and outside agencies on collection, analysis and compilation of data;
- Performs detailed and complex engineering analysis of the city's existing water, sewer, drainage and transportation systems using engineering methods and calculations;
- Provides technical expertise, data, reports and presentations to the City Engineer, the Mayor and City Council;
- Represents the Engineering Department in meetings with developers and also at Public Hearings as assigned;
- Prepares documentation and obtains required construction permits from a wide variety of regulatory agencies;
- Serves on ad-hoc committees as required;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress and project status, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends approved meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates with others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Respects the opinions of others and maintains a positive and professional working relationship with employees, supervisors and others;
- Accepts and performs in a timely and effective manner changes in work assignments and/or how work is performed;
- Assists other engineering staff as needed.

OTHER DUTIES AND RESPONSIBILITIES

- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Comprehensive knowledge of engineering principles and practices;
- Comprehensive knowledge of the fundamentals of engineering design;
- Functional knowledge of the principles and practices of executive level administrative support, research methods and techniques; office practices and procedures; principles and practices of record keeping; office software including word processing, database, spreadsheet and publishing programs;
- Thorough knowledge of public works construction project materials and methods;
- Thorough knowledge of computer applications for engineering, design and mapping;
- Knowledge of City's infrastructure for determining requirements of Public Works

regarding sewer, water, irrigation, drainage, curb/gutter and sidewalks, parking and traffic flow;

- Knowledge of and ability to review and understand the city's floodplain ordinance requirements;
- Ability to interpret and develop engineering plans and specifications;
- Ability to participate in and provide engineering input for roundtable sessions and development meetings, spontaneous consultation meeting for potential projects and potential impact on proposed projects and processes;
- Ability to exercise consistent and fair decision making and resolve issues related to the development process;
- Ability to establish and maintain exceptional customer service to the general public and City employees;
- Ability to work effectively and harmoniously in a team environment and act as a project leader;
- Ability to communicate effectively and maintain working relationships with engineering managers, contractors, consulting engineers, other City employees and the public both orally and in writing, using both technical and non-technical language;
- Ability to prepare accurate and reliable reports containing engineering calculations, construction designs, plans and specifications, findings, conclusions and recommendations;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions. Must be detail oriented and possess good organizational skills;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to manage a variety and a multi-project workload to ensure timely and effective production of plan reviews and/or comments;
- Ability to effectively delegate, direct and review the work of subordinate engineering department staff;
- Ability to establish and maintain effective working relationships with other Department and City employees, developers, contractors, engineers, consultants, elected officials, property owners, regulatory agency personnel and the public;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to perform all work duties and activities in accordance with City policies, procedures and safety practices;
- Ability to plan, organize and manage engineering and construction projects;
- Ability to supervise and mentor assigned engineering staff;
- Ability to read, interpret and apply laws, resolutions, ordinances, codes, contract documents and specifications, and engineering and construction standards;
- Ability to apply engineering principles and practices to a wide variety of public works projects, including complex calculations and analysis;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in environmental engineering, water quality or other technical field acceptable for the state certified engineer-in-training program; and
- Some experience in public works project engineering design and construction.
- Any equivalent combination of education, experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Possession of a current and valid driver's license.
- Possession of Engineer- in-Training certification.
- Subject to a pre-employment drug test and background check.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision, with or without reasonable accommodation, which permits the employee to inspect a wide variety of engineering and construction projects on site and review a variety of written materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a vehicle and computerized equipment;
- Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to inspect engineering and construction projects, including sites characterized by trenching and rough terrain as well as various terrains and weather conditions.

Approved By: _____
City Engineer

Date: _____