



Position Description
Marion Utilities Service Board
An Equal Opportunity Employer

Job Title	Engineering Specialist	Employment Status	Full-Time
Utility Division	Storm-Water Utility	EEO Code	1-B
Workgroup/Unit	Engineering	Wage Range	17
FLSA Status	Non-Exempt	Effective Date	November 17, 2022

Job Summary

Plans, coordinates and supervises the MS4 Program as it relates to the Storm Water Utility. Aids with engineering, construction, repair, and inspection functions of the Engineering workgroup within the Utility.

Supervision Received and Exercised

Works under Intermittent Supervision of the Assistant Engineer; Receives assignments with clearly defined objectives, priorities and deadlines; Defers to Supervisor regarding unusual situations that do not have clear objectives; Plans and carries out successive steps and resolves problems and deviations in accordance with instructions, policies, and accepted practices; Work is reviewed for technical adequacy and conformance with practice and policy

Minimum Education and Experience Requirements

Graduation from an accredited college or university with a Degree in Civil Engineering or related field of study; Demonstrated specialized training and/or certification associated with underground construction inspection; 5 years of progressively responsible experience in Civil Engineering; Demonstration of an alternate equivalent combination of education, training, and experience that provide the required levels of related knowledge, skill, and ability will be considered

Licensure and/or Certification Requirements

Must possess a valid Indiana Driver's license or ability to obtain upon residency; Ability to obtain Indiana Professional Engineer Licensure

Essential Duties and Responsibilities

- ✓ Implement and manage the Storm Water Program consistent with the MS4/NPDES Phase II regulations. Respond to public requests and complaints regarding the program including meeting/communicating with citizens and complainants and taking appropriate action to resolve valid complaints within department guidelines/policies. Responsible for Rule 13 permit compliance and program implementation and management. Periodically meet and consult with federal and state agencies, municipalities, utilities, watershed groups, and others to coordinate

department activities. Maintain current knowledge of MS4/NPDES Program requirements by periodically attending seminars and meetings. Prepare all required materials for IDEM scheduled permit audits. Act as liaison with watershed groups. Maintain accurate records and prepare comprehensive reports and other documents for federal, state, or local regulatory agencies, including making formal presentations. Join and serve on applicable professional organizations and obtain applicable certifications. Attend courses, seminars, and other educational programs, including continuing education programs, concerning various topics related to the position.

- ✓ Assist with, plan, prioritize, assign, review, and participate in the work of staff assigned to accomplish project engineering design, survey, underground locates, and construction inspection; Schedules, practices procedures, and methods to ensure compliance with prescribed design criteria, regulations, rules, standards, and requirements; identify unusual issues and problems associated with projects requiring corrective and special attention; maintain availability and respond to after-hours contacts and emergencies as required
- ✓ Participate in the development, modification, and implementation of policies, procedures, goals, and objectives for the Work-Group and Utility Division; Monitor and document associated work activities to ensure compliance; Collect, assimilate, process, and maintain information and associated data documenting and demonstrating Work-Group activity, project progress, status, performance, and regulatory compliance;
- ✓ Perform technical and complex functions and tasks associated with the Work-Group, including but not limited to: engineering services (in-house and/or outsourced), construction implementation and inspection, surveys, and specialized system repair processes and procedures; Develop, prepare, and/or review detailed plans and specifications for assigned projects; Conduct surveys and layouts in order to define and establish legal boundaries for projects
- ✓ Participate in development of workgroup and division budget; Provide projections and recommendations regarding anticipated operation, repair and improvement costs; Assist in the development and preparation of specifications for associated services, materials, equipment, vehicles, and supplies; Monitor cost and works within the approved budget;
- ✓ Performs in strict compliance with IOSHA safety standards, Utility Policies and Procedures, as well as applicable Federal, State, and local codes, regulations, and requirements
- ✓ Promote positive public relations and customer service, respond to inquiries and/or complaints, attend interdivisional meetings, and coordinate with internal and external entities providing support and assistance as required
- ✓ Maintains current knowledge of MS4, engineering & design technologies, trends, techniques, and processes through ongoing training, study, and continuing education

Knowledge, Skills, and Abilities

Knowledge of: Current principles, practices, and procedures associated with underground infrastructure design and construction; MS4 regulations, laws, and rules associated with engineering and

design of water distribution and wastewater/storm-water collection systems; Operation and maintenance practices and procedures associated with sanitary, storm, and combined collection systems; General Construction Standards for workplace safety; Basic office practices and procedures including use of personal computer for CADD design, word-processing, data-entry, schedule management, email, and internet research

Skills Demonstrated in: Effective communication; Interpersonal interaction; Leadership; Organization; Reasoning and problem solving; Comprehension; Multi-tasking; Self-Motivation

Ability to: Listen to and understand technical information and ideas presented through oral and written communication; Quickly recognize unusual or threatening circumstances and initiate proper response; Establish and maintain effective working relationships; Effectively respond to conflict, contacts, inquiries, and complaints; Effectively lead and motivate individuals and groups; Effectively work independently or as part of a team; Apply knowledge of principles, standards, and practices as defined above

Physical Demands or Unusual Conditions

While performing required duties, the incumbent is regularly required to work at a desk and outside on remote locations throughout the system; is frequently required to maneuver and navigate uneven surfaces, steps, stairs, ladders, platforms, and restricted isle-ways and walk-ways; may work in or around construction sites, excavations, and confined spaces; is often exposed to extreme weather conditions including: heat, cold, wind, rain, sleet/snow; is occasionally required to perform manual labor including lifting of up to 50 pounds

Additional Requirements

This position description in no manner states or implies that these are the only duties and responsibilities which may be performed or assumed by the position incumbent. The incumbent is required to follow the instructions and perform duties required by the position's supervisor, appointing authority or designee as stated in the corresponding classification specification.

Marion Utility Service Board Authority

Date

I understand, and will perform to the best of my ability, the job duties and requirements specified in this position description.

Employee Signature

Date