

# CITY OF OVERLAND PARK POSITION DESCRIPTION

<b>TITLE:</b>	Engineering Aide	<b>BAND/LEVEL:</b>	NE/00
<b>DEPARTMENT:</b>	Public Works	<b>JOB NO:</b>	9605
<b>DIVISION:</b>	Stormwater	<b>DATE:</b>	2/20/2015
<b>REPORTS TO:</b>	Supervisory Civil Engineer	<b>FLSA STATUS:</b>	NE
<b>FULL-TIME:</b>	<b>PART-TIME:</b>	<b>TEMPORARY:</b>	<b>XX</b>
		<b>COST CENTER:</b>	311

**REPLACES:** New position

**DATE:**

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## **JOB SUMMARY STATEMENT:**

Supports water quality activities related to National Pollutant Discharge Elimination System (NPDES) permit as part of Clean Water Act requirements, to include: assisting with public education efforts, monitoring water quality and inspecting dry-weather stormwater outfalls. Assists with mapping and record keeping of stormwater infrastructure databases to include: updating inventory and condition assessment data.

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## **DUTIES AND RESPONSIBILITIES:**

1. Inspects and monitors public stormwater outfalls during dry-weather conditions. Collects chemical, biological or other water quality samples and the taking of any related field measurements for water quality monitoring. Provides staff with information to detect and eliminate illicit discharges.
2. Assists with mapping and record keeping of stormwater infrastructure databases, to include updating inventory and condition assessment data
3. Assists with public education and public involvement outreach programs for stormwater protection and water quality to school groups, community groups, and other venues. Assists with the preparation of environmental publications, exhibits, maps and display boards for meetings and public hearings.
4. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
5. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

## **GENERAL QUALIFICATIONS**

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### **EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

High school diploma or equivalent and minimum two years of college or vocational school in the area of Civil Engineering or Environmental Science.

Must have a valid driver's license and maintain an insurable driving record.

### **EXPERIENCE:**

None.

### **SKILLS:**

1. Analytical skills
2. Attention to detail
3. Database creation/maintenance skills
4. Working knowledge of windows-based word-processing, spreadsheet, and desktop publishing
5. Working knowledge of ArcGIS
6. Written and oral communication skills

**MENTAL REQUIREMENTS:**

1. Ability to meet deadlines
2. Diplomacy and judgement
3. Ability to prioritize multiple tasks
4. Ability to carry out assignments through oral and written instructions
5. Ability to work independently
6. Ability to learn and understand PC software applications
7. Alpha and numeric recognition

**PHYSICAL REQUIREMENTS:**

1. Ability to reach, stand, crawl, bend, and stoop.
2. Ability to make and receive phone calls
3. Ability to identify and distinguish colors
4. Ability to distinguish smells
5. Ability to operate City vehicles
6. Hand and eye coordination adequate to input computer and typewriter
7. Excessive standing and/or walking

**SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

None

**The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.**