

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE:	Stormwater Treatment Engineer, Senior	BAND/LEVEL:	Prof V
DEPARTMENT:	Planning & Development Services	JOB NO:	2940
DIVISION:	Engineering Services	DATE:	3/24/2013
REPORTS TO:	Manager, Engineering Services	FLSA STATUS:	EX
FULL-TIME: <input checked="" type="checkbox"/>	PART-TIME: <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	COST CENTER: 615

REPLACES: Stormwater Treatment Engineer, Senior

DATE: 3/25/2012

JOB SUMMARY STATEMENT:

Reviews preliminary development plans, stormwater studies, construction plans and other pertinent information related to land development for conformance with Overland Park Municipal Code (OPMC). Responds to public requests for information regarding construction standards, maintenance issues, and general purpose of stormwater treatment facilities. Performs site inspections and coordinates with Division inspection staff to ensure that all construction is in accordance with OPMC. Facilitates engineering-related activities with City departments, governmental agencies, utilities, contractors, developers, and consultants as required. Designs and administers a maintenance enforcement program for storm water treatment facilities.

DUTIES AND RESPONSIBILITIES:

1. Meets with developers, engineers, contractors, the public, and city staff on proposed or active development projects. Meetings may include coordination, explanation of city requirements, face-to-face review of comments made by city staff, and/or approvals.
2. Provides consultations with the Public Works and Parks Department regarding design and construction of City funded stormwater treatment facilities.
3. Responds to service requests from citizens, the development community and city staff. Responsibilities include Engineer of the Day, residential plot plan reviews, floodplain inquiries, drainage issues, records retrieval, preparing GIS maps, initial plan screening; and other engineering issues associated with new development.
4. Operates computer software related to completion of job duties, including but not limited to; Tidemark, ArcMap, Plan Viewer, Knowledge lake, TR-55, Pondpack, Penn State Runoff Model, HEC-1, HEC-RAS, and office suite software.
5. With limited oversight, develops and makes presentations to the Planning Commission, City Council, stakeholder groups, and the general public as necessary.
6. With limited oversight, assists the Floodplain Administrator in implementing the City's floodplain management requirements. Floodplain management tasks may include items such as; review of floodplain development plans, no-rise certificates and associated documentation, elevation certificates, proposed FEMA letters of map change, and flood proofing certificates. Perform duties related to Community Rating System (CRS) program requirements including annual recertification requirements.
7. Reviews storm water quality aspects of preliminary development plans and construction plans submitted by private sector design professionals involving site or offsite construction and public improvements. Evaluates design by applying accepted engineering/scientific principles and industry best management practices to specific construction proposals to determine conformance with OPMC. Investigates pre-development site conditions, prepares written review comments, and inspects site construction. Meets with developers, engineers, contractors, and City staff of projects regarding coordination, process, review, construction, and ongoing maintenance issues. Collects and verifies legal documents and fees associated with stormwater treatment facilities.
8. Administers City ordinances and standards relating to stormwater treatment for water quality. Monitors and remains familiar with industry standards. Monitors federal and state requirements. Performs analysis regarding the effectiveness of the City's stormwater treatment requirements. Makes recommendations for changes to the City's stormwater treatment program in order to maintain an effective program that remains in compliance with City/State/Federal regulations.

Title: Stormwater Treatment Engineer, Senior
Cost Center: 615
Date: 3/24/2013
Page 2

9. Works with Home Associations and other property owner/stakeholder groups to promote reliable maintenance of storm water treatment facilities and to increase public awareness of the environmental benefits associated with such facilities.
10. Designs and administers a maintenance enforcement program for storm water treatment facilities that were built after 2008 to comply with the City's stormwater treatment ordinance, including – but not limited to, tracking of required certifications, tracking of performance and maintenance sureties, mapping of facility locations, tracking of maintenance agreements, correction of violations.
11. Coordinates engineering-related activities with City departments and divisions, governmental agencies, utilities, contractors, developers, consultants and others as required.
12. Performs other duties as assigned.
13. 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 organizations with which interaction is required to accomplish work and employer goals.
14. 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

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Bachelor's degree in civil engineering, agricultural engineering, or a related engineering field of study. Professional Engineer registration in the State of Kansas or registration in another state with State of Kansas registration required within one year of hiring. Possession of an appropriate valid driver's license is required, must also maintain an insurable driving record. Certified Professional in Storm Water Quality (IECA) desired.

EXPERIENCE:

Minimum six years of experience in construction, inspection, design, or plan review of civil engineering related work. Minimum one year experience in stormwater runoff water quality best management principles and practices.

SKILLS:

1. Strong oral and written communication skills for dealing with the public, contractors and other city officials
2. Mathematical aptitude needed to analyze complex engineering data
3. Strong analytical skills
4. Attention to detail
5. Strong interpersonal and team work skills
6. Computer skills to include knowledge of word processing, spreadsheet, database, PowerPoint, and specialized engineering software including but not limited to; HEC-RAS, HEC-1, ArcMap, and TR-55.
7. Ability to identify common native vegetation species typically used in stormwater treatment facilities.
8. Reading and interpreting construction plans, standards and ordinances
9. Strong organizational skills
10. Facilitation skills
11. Public speaking/presentation skills
12. Project or time management skills in prioritizing and adjusting work assignments

MENTAL REQUIREMENTS:

1. Ability to read and comprehend city codes and standards
2. Ability to read and understand building plans and specifications
3. Ability to analyze complex engineering problems and recommend possible solutions
4. Understanding of computer hardware and software as it applies to engineering concepts
5. Ability to apply diplomacy and judgment when working with citizens, contractors, engineers, developers, city

Title: Stormwater Treatment Engineer, Senior
Cost Center: 615
Date: 3/24/2013
Page 3

employees, or other public officials

6. Ability to train and guide others
7. Ability to meet deadlines
8. Ability to analyze complex engineering/development issues, determine and engage appropriate stakeholders, propose and implement solutions with little direction/oversight.
9. Ability to handle and track multiple tasks at one time
10. Ability to work under distracting conditions in the office and field
11. Ability to perform mathematical calculations
12. Abstract and logical reasoning abilities

PHYSICAL REQUIREMENTS:

1. Ability to visually review engineering plans and reports
2. Ability to make and receive phone calls and e-mails.
3. Ability to operate PC computer
4. Ability to operate microfilm reading equipment
5. Ability to operate city vehicles
6. Ability to reach, bend, sit, stand, walk, climb, and traverse steep slopes and rough terrain while conducting site inspections
7. Excessive standing and/or walking
8. Ability to identify and distinguish colors
9. Ability to access inlets and pipe systems for visual inspections
10. Exposure to extreme environmental conditions while conducting site visits or inspections or surveying
11. Ability to lift 20 pounds and transport it 20 feet
12. Visual stamina, acuity, and hand/eye coordination adequate to ascertain measurements & operate survey equipment

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.