

POSITION DESCRIPTION
COUNTY OF TIPPECANOE, INDIANA

POSITION: Stormwater Technician ~~PAT~~ III
DEPARTMENT: Surveyor
WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-F
JOB CATEGORY: PAT III (Professional, Administrative, Technological)

DATE WRITTEN: December 2006
DATE REVISED:

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Tippecanoe County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Stormwater Technician for the County Surveyor, primarily responsible for compliance with the clean water mandate in the areas of illicit discharge detection, illicit discharge elimination, and mapping of the stormwater conveyance system. Also responsible for various stormwater surveying, engineering, and construction related duties.

DUTIES:

Performs physical inspections of storm systems in Tippecanoe County.

Establishes physical location of storm systems, including structures in Tippecanoe County, by using GPS equipment in the field.

Maps the location of storm systems in Tippecanoe County established by GPS equipment and then maps the information on the GIS with AutoCAD software.

Performs dry weather screening of enclosed pipe outfalls and open ditches in the field.

Researches and inspects illicit discharge complaints and suggests solutions to the problems as well as coordinates County follow up actions to resolve such complaints.

Locates and labels drains to prevent possible disruption of the drainage system.

Enters data into ASIST software for annual report to IDEM.

Scans all existing subdivision plats, drainage plans and other documents found in the Surveyor's office.

Required to perform tasks on the computer with AutoCAD.

Required to perform tasks on the computer with the Tippecanoe County GIS system.

Serves as a department liaison to the public, contractors, developers, and consultants for public and private drainage projects, including answering questions and resolving conflicts.

Assists in the Storm Drain Marking Program as needed.

Assists in other areas of Public Education and Public Participation as needed.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Associates degree in engineering, land surveying, water resources or closely related field. Baccalaureate degree preferred and three years experience in appropriate area.

Experience in water quality programs, including Stormwater as well as Watershed Management Planning and Implementation.

Knowledge of Aquatic Biology and ability to conduct Stream Assessments, including watershed reconnaissance, collection and identification of stream, bottom-dwelling, macro invertebrate organisms, chemical and physical parameter sampling, and stream habitat evaluations.

Advanced computer skills, including proficiency in AutoCAD and GIS. Advanced knowledge in GPS equipment.

Basic knowledge of drafting and surveying techniques and equipment.

Strong math skills (algebra, geometry and physics).

Ability to design a storm drainage system.

Ability to read and interpret detailed blue prints, plot and construction plans, specifications, and various property records, such as legal descriptions, aerial and plat maps.

Working knowledge of and ability to make practical application of state and local regulations pertaining to Rule 5, Rule 13, and subdivision, construction, post-construction, and drainage projects.

Ability to plan and layout assigned work projects and work with others in a team environment.

Ability to work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions.

Ability to communicate well, both verbally and in writing.

Ability to use the scanner and methods of filing.

Ability to provide public access to or maintain confidentiality of department information/records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with supervisor, associates in same department, other County departments, developers, engineers, contractors, government agencies, and the general public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to occasionally work extended or evening hours and serve on 24-hour call for emergencies.

Possession of a valid Indiana Driver's License and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent works independently using regulations and ordinances as a guide to perform duties as well as thorough knowledge of surveying and the equipments needed thereof. Independent judgment is required when applying related codes, laws, and ordinances to varied situations, but major deviations from normal procedures are directed to the Surveyor.

Incumbent's work involves a wide variety of administrative drainage and surveying duties, often requiring careful consideration of new and/or unusual situations and circumstances.

III. RESPONSIBILITY:

Incumbent receives administrative direction with general objectives indicated. Incumbent makes an extensive contribution to development and implementation of department objectives, policies and procedures, discussing unprecedented situations with County Surveyor as needed. Decisions and work product are reviewed primarily for soundness of judgment and compliance with legal requirements.

IV. PERSONAL WORK RELATIONSHIPS

Incumbent maintains frequent communication with supervisor, associates in same department, other County departments, developers, engineers, contractors, government agencies, and the general public for the purpose of communicating factual information and ensuring compliance with the clean water mandate.

Incumbent reports directly to County Surveyor.

V. PHYSICAL EFFORT AND WORKING CONDITIONS:

Incumbent performs duties in standard office and outdoors, which may involve standing/walking for long periods, pushing/pulling/lifting/carrying equipment weighing less than 25 pounds, crouching/kneeling, bending, reaching, close and far vision, hearing sounds, communication and handling/grasping/fingering objects.

Incumbent occasionally works extended or evening hours and serves on 24-hour call for emergencies.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Stormwater Technician for the Surveyor describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee signature

Date