

CITY OF NICHOLASVILLE
POSITION DESCRIPTION

Class Title: Engineering Assistant I
Dept/Div: Engineering
Supervisor: City Engineer/Utilities Administration
Grade: 25
Supervises: None

Class Characteristics: Under general direction, responds to and resolves customer complaints and inquiries concerning utility service; performs resident inspection of utility line construction, street construction, storm water management construction; assists with the review of utility line design including rehabilitation and new development ; gathers field data concerning public improvements; assists in obtaining easements; performs utility line location; assists other departments/divisions as requested; maintains infrastructure record drawings in paper and digital form; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Monitors construction activities and rehabilitation work for public improvements on City utilities, street systems, and storm water systems; this includes existing systems and those for new development.
2. Locates water distribution and wastewater collection lines.
3. Municipal Separate Storm Sewer System (MS4) Permit Inspections:
 - Perform bi-monthly inspections at active construction sites.
 - Perform inspections after all 0.5 inch rain events
 - Cite non-compliant project owners
 - Inspect 20% of mapped outfalls annually
 - Respond to illicit discharge complaints and find source
 - Coordinate inspection of water quality units with

property owners.

4. Performs field data collection.
5. May be responsible for special projects administration.
6. May respond to emergency situations involving water distribution systems, wastewater collection systems, storm water systems, and street systems.
7. Assists with maintaining records and maps of all lines for all systems.
8. Enforce City Code of Ordinance as it relates to storm and utility issues.
9. Ensures that system maps and GIS remain up-to-date.
 - Performs data collection for new utility construction with GIS equipment.
 - Provide data collection to update lacking information on existing utilities.
 - Enter and maintain GIS data.

Non-essential: None

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school (or equivalent) supplemented by four years directly related work experience. A degree from an accredited college or university can substitute for experience.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Extensive knowledge of potable water systems, wastewater systems, storm water systems, and street systems including construction and maintenance of systems.
2. Extensive knowledge of federal, state and local laws and administrative regulations regarding water distribution and wastewater collection systems.
3. Extensive knowledge of and ability to ensure compliance

with safety requirements.

4. Extensive knowledge of the geography of the service area.
5. Knowledge of computers and applicable software.
6. Knowledge of traffic laws.

Abilities:

1. Ability to prepare and/or ensure the preparation of records and reports on a timely basis, and to ensure that reports are forwarded as required using available technical computer software and devices.
2. Ability to maintain records for regulatory compliance.
3. Ability to establish and maintain effective working relationships with officers and employees, and the general public.
4. Ability to interpret engineering plans for utility and site work.
5. Ability to learn technical computer software and device use.

ADDITIONAL REQUIREMENTS

Instructions: Instructions are somewhat general; many aspects of work are covered specifically, but must use own judgment some of the time.

Processes: Must frequently refine existing work methods and develop new techniques, concepts and programs within established limits or policies.

Review of Work: Completed work is spot-checked; work is reviewed through required oral and written reports.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are required.

Physical Requirements of the Job: Work is performed

primarily outdoors regardless of weather conditions, requiring standing, walking, stooping for long periods of time; must lift objects over 25 pounds; must operate vehicle and equipment; exposed to machinery and its moving parts; required to be in high places, confined spaces, and using stairs and ladders.

Tools and/or Equipment Used: Construction and or mechanical tools and equipment (hand tools, power tools, etc.), vehicles, air compressor, safety equipment, survey/GPS equipment, etc.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information.

Mental Effort: Moderate/heavy.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid drivers license issued by the Commonwealth of Kentucky.

Certification Requirements: A minimum of Class III D distribution and Class III Waste Water Collection certifications are preferable. Must obtain same licenses within one year of meeting eligibility requirements.

Additional Requirements: Must be able to respond to emergency situations at all hours. Must participate in the City's drug and alcohol testing program.

Overtime Provision: Non-exempt.