

City of Shakopee
POSITION DESCRIPTION

TITLE: Water Resources-Environmental Engineer
DEPARTMENT: Engineering
CLASSIFICATION: Analyst
REPORTS TO: Public Works Director/City Engineer
STATUS: Full-Time, Exempt
PAY GRADE: 8
LAST REVIEWED: 11.27.2017

SUMMARY

Professional engineering position with an emphasis on water resources and environmental resources management and design projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops and oversees implementation of the City's Water Resources Management Plan, natural resources initiatives, and administers the Wetland Conservation Act within the City in coordination with the Capital Improvement Plan.
- Administers and coordinates implementation of the City's Storm Water Pollution Prevention Program (SWPPP) and MS4 permitting.
- Reviews development plans, including but not limited to grading and erosion control plans, storm water management plans, and construction plans, for conformance with water resources and natural resources-related City rules, regulations and ordinances as well as other jurisdictional requirements from the three watershed districts, SMSC, Department of Natural Resources, Board of Water and Soil Resources, Army Corp of Engineers, the state, and county.
- Administers the natural resources and water resources management for city programs and initiatives including native plant maintenance program, water quality monitoring program, invasive species management, Tree City USA initiatives (tree sale, tree planting program, diseased tree program, tree watering, tree pruning, and diseased tree programs), storm water BMP asset management, conservation easement management, and miscellaneous grants.
- Reviews plans as assigned for City improvement projects and recommends adequate measures to protect water quality of surrounding lakes, wetlands and watershed areas.
- Performs storm drainage, infiltration and pond sizing calculations for public and private improvement projects.
- Designs storm water projects and makes recommendations to the Public Works Director/City Engineer or Assistant City Engineer.
- Calculates the storm drainage utility fees for various properties in the city and assists in the administration of the storm drainage utility policies and procedures.
- Reviews, investigates, makes recommendations, and coordinates improvements pertaining to drainage issues.
- Prepares written reports and recommendations to City departments, committees, commissions, and the City Council, as needed.
- Maintains up-to-date digital inventory of all lakes, ponds and corresponding drainage systems.
- Manages and maintains the city's storm water model.
- Maintains up-to-date knowledge of developments in the water quality, storm water management and natural resources fields to ensure city efforts are effective and efficient. Provides ideas for innovations and follow-through to implementation.
- Serves as the City's staff liaison for the member watershed districts.
- Communicates with and responds to questions from developers, residents and property owners in a timely and professional manner.
- Performs other related duties as apparent or assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Thorough knowledge of modern principles and practices of civil engineering with emphasis on water resources, natural resources and environmental engineering.

- Thorough knowledge of relevant local, state and federal laws, particularly as they relate to water quality and storm water management.
- Ability to utilize the City's GIS systems.
- Ability to communicate ideas and explanations clearly in English, both orally and in writing.
- Ability to write routine reports and correspondence, that conform to prescribed style and format.
- Knowledge of and ability to apply proper English, spelling, and punctuation.
- Ability to read and interpret complex engineering plans and specifications, legal documents and professional journals.
- Ability to respond to common inquiries or complaints from developers, contractors, regulatory agencies and the general public in a timely and professional manner.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to work with mathematical concepts, knowledge of algebra, geometry and trigonometry and knowledge of surveying.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to use common Microsoft Office programs, such as Word, Excel and PowerPoint, as well as web-based email and timesheet software.
- Ability to establish and maintain positive, professional working relationships with co-workers and supervisors.
- Ability to work with the public in a friendly, tactful manner.

INTERNAL/EXTERNAL CONTACTS

- Daily contact with Administrative Department and other departmental staff.
- Daily contact with the public.
- Some interaction with Department Heads to provide support and assistance.

QUALIFICATIONS

Minimum Qualifications

Bachelor of Science degree in Civil Engineering or related degree and three years of work experience relating to water resources and/or environmental engineering.

Desirable Qualifications

Certified Professional Engineer (PE) in the State of Minnesota or able to obtain within two years.

WORKING CONDITIONS

The normal work environment is a modern, climate-controlled office building, with moderate levels of noise generated by conversations, phones and other office equipment. However, the employee is occasionally exposed to outside weather conditions and the noise, dust and uneven terrain of construction sites and field work.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand and move about the office; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee is required to speak, hear and see in order to share information, receive instructions and complete tasks using a computer screen. The employee must occasionally lift and/or move up to 25 pounds.

EQUIPMENT REQUIRED TO PERFORM JOB

- Desktop Computer
- Desktop Phone
- Copy/Scanner/Fax Machine

The City of Shakopee is an Equal Opportunity Employer.