

ENGINEER / SEWER / CODES OFFICIAL

DEFINITION

This position is under the administrative direction of the Public Works Director. It primarily involves three functions.

(1) General engineering functions. Reviewing engineering data; preparing and maintaining maps; inventory control; scheduling work; interfacing with geographical information system technicians. Performing other engineering functions as directed by the Director of Public Works. The employee performs various engineering tasks including surveying and traffic control. Instructions to the employee are general and the employee must routinely use independent judgment when performing tasks.

(2) The employee is responsible for supervising technical/manual work functions involving inspecting/sealing sewer lines to prevent infiltration of ground water into the sewer system. Duties and responsibilities include inspecting, calibrating, and operating equipment; inspection of sewer lines; servicing broken sewer mains and replacing pipe; providing direction to staff members; and maintaining documentation.

(3) The employee is responsible for administration and supervision of the code enforcement compliance programs relative to the construction, alteration and repair of buildings and enforcement of current zoning regulations. Work includes supervision of code inspection activities, review of subdivision and other development plans. The employee performs inspections of subdivisions and other development work, coordinates performance bonds and/or letters of credit.

EQUIPMENT / JOB LOCATION

The employee will operate a computer; fax machine, copier and other modern office equipment.

The employee will operate an automobile with radio transmitting and receiving capabilities for constant communication access.

The employee typically works indoors in an office environment and may be exposed to tobacco smoke, however sometimes work is performed outdoors regardless of the weather.

The employee may be required to lift heavy objects weighing more than 25 pounds.

The employee's work may expose him/her to high places, dangerous machinery and its moving parts, sharp tools, fumes, chemicals and/or toxic substances.

ESSENTIAL FUNCTIONS OF THE JOB

Plans, designs, makes cost estimates and supervises construction and maintenance of public works activities.
Prepares and obtains right-of-way easements and/or acquisitions.
Inspects work orders to ensure each job has proper material.
Inspects equipment to ensure proper working order; performs appropriate calibrations; operates camera and related equipment.
Tests atmospheric conditions in sewers to detect gases and measure oxygen in manholes or other work areas; ensures adherence to safety regulations; educates co-workers on correct procedures,
Supervises Inspection/tests of sewer lines/joints for blockage, breaks, roots, offset joints or other problems.
Mixes chemicals involved in sewer repair procedures.
Provides direction and assistance to co-workers; co-ordinates work activities
Prepares forms, logs, works orders, reports and other documents
Reviews subdivision and other development plans.
Inspects subdivision and other developments and approves or disapproves the acceptance of roads, utilities and other facilities by the town.
Oversees tests on all water and sewer lines to be accepted by the city and assures quality of materials and construction.
Submits plans, permit applications and other documentation to the State Department of Transportation, Department of Environment and Conservation and the Corp of Engineers when required.
Administers and supervises underground storage tank compliance.
Coordinates performance bonds and/or letters of credit by developers held by the city to assure proper completion of developments.
Prepares legal descriptions, files plats, researches deeds and other land records.
Administration and supervision of the code enforcement compliance programs relative to the construction, alteration and repair of buildings and enforcement of current zoning regulations.

ADDITIONAL EXAMPLES OF WORK PERFORMED

Performs other related duties and special projects as assigned.

REQUIRED KNOWLEDGE AND ABILITIES

Knowledge of modern management and office administration practices and techniques.
Knowledge of the principles and practices of construction and maintenance supervision.
Knowledge of Southern Building Code Congress residential and commercial building codes and accepted construction principles and practices.
Knowledge of local zoning and subdivision rules and regulations.
Knowledge of the principles and practices of inspection of roads, utilities and other facilities in land development.
Knowledge of the occupational hazards of work to be accomplished and

supervised and the necessary safety precautions needed.
Knowledge of laws and regulations regarding employee health, safety and employment practices.
Knowledge of state and federal laws governing traffic control, water and sewer extensions, storm water management and stream maintenance.
Knowledge of principles and practices of civil engineering, particularly as applied to municipal utility and public works.
Ability to plan, organize, assign, supervise and inspect the work of subordinates.
Ability to maintain inventory control and administer appropriate purchasing policies and procedures.
Ability to implement innovative methods to provide more efficient and effective operations.
Ability to keep routine operational and personnel records and make reports.
Ability to express ideas and information clearly, concisely and effectively in writing and orally.
Ability to assist in the development of sound plans for the future development of public utilities systems and other public facilities in relation to community needs.
Ability to establish and maintain an effective relationship with the public and other employees.

QUALIFICATIONS

Graduation from a four-year college or university majoring in the field of civil engineering or civil engineering technology is desirable.
In lieu of a four-year degree, the applicant may substitute a two-year associate degree from a technical college and water and/or wastewater licenses.
Familiarity with GIS is desirable.
At least 5 years experience in the field of municipal public works, civil engineering and/or construction inspection in a supervisory capacity.