



Greene County Position Description



Position Title: Asst. Stormwater Engineer	Department: Environmental
Reports to: Stormwater Engineer	Grade: 18
Date Reviewed: October 2024	FLSA: Exempt

Purpose of Position

The purpose of this position is to assist the Greene County Environmental Division in providing a service to the residents of Greene County, as well as the development community, through the use of engineering principles and judgment to administer stormwater and environmental standards and policies under the direction of the Stormwater Engineer.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Reviews stormwater plans and sediment/erosion control plans for compliance with regulations, hydraulic principles, and accepted practices.

Supervises and assists inspectors that perform field inspections for construction of storm drainage, sediment/erosion control measures, and wastewater systems.

Plan, review, and assist in the management of County drainage projects and other special projects performed by contract.

Reviews bridge and culvert plans prepared for the Greene County Highway Department. Collaborates with Highway Department crews regarding replacement of existing culverts.

Performs engineering calculations and prepares plans, specifications, and other documents for County initiated projects.

Responds to stormwater and environmental complaints and coordinates investigative efforts of field personnel.

Reviews stormwater and environmental issues for preliminary plats and zoning requests.

Conducts floodplain determinations and flood studies as a service to the public.

Provides information to citizen and professional groups and answers questions regarding stormwater programs.

Prepares reports and other documents/data for permit compliance, grants, etc.

Assists property owners with information regarding drainage and geology on their property.

Reviews grading permit applications.

Assists with on-site wastewater system review and training.

Assists staff in informing the Greene County Planning Board of regulations and internal knowledge pertinent to Planning Board cases.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's Degree in Civil Engineering, MO Professional Engineer or Engineer Intern, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Previous experience in consulting, engineering, or construction is desirable. Working knowledge of surveying procedures, construction staking, and layout, as well as general knowledge of methods and equipment used in site and utility construction are also desirable. A Missouri motor vehicle operator's license is required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, and/or sort data, as well as assemble, copy, record, and transcribe data and information. Ability to classify, compute, and tabulate data.

Ability to persuade, convince, influence, and monitor, in favor of a desired outcome.

Ability to utilize a variety of advisory data and information such as construction drawings, engineering reports, plats, geologic evaluations, hydrologic/hydraulic models, wastewater system plans.

Ability to communicate orally and in writing with consultants, developers, planning staff, building regulations staff, contractors, citizens, and attorneys/legislators.

Mathematical Ability

Ability to solve problems using College level Algebra, Geometry, Trigonometry, and Integral and Differential Calculus.

Ability to interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

Ability to determine whether plans/reports/plats comply with County regulations and standard engineering practices.

Ability to determine how existing properties will be affected by new development.

Ability to examine how proposed developments can be better planned and constructed.

Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

Physical Requirements

Ability to operate a variety of office equipment including computer terminal, telephone, fax machine, calculator/adding machine, computer printer, and photocopier.

Ability to coordinate eyes, hands, feet, and limbs in performing semi-skilled movements such as data entry.

Ability to exert light physical effort in sedentary to light work, typically involving picking up, lifting, carrying, pushing, and pulling up to 50 pounds.

Environmental Adaptability

Ability to work under moderately safe and comfortable conditions with exposure to construction sites, computer keyboard use, irate individuals, intimidation, temperature variations, or extremes, odors, toxic agents, noise, vibrations, wetness, machinery, electrical currents, disease, and/or dust that may cause discomfort and poses little risk of injury.

Condition of Employment

Employee will be required to demonstrate continued knowledge of this position's current regulations and requirements. Sustained satisfactory performance is required. Employee must meet the requirements of the full job description as stated throughout the duration of employment with Greene County.

Disclaimer

Greene County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

_____ Employee's Signature	_____ Date
_____ Supervisor's Signature	_____ Date

Last Reviewed: 10/9/2024
Comments/Sections Updated: Reviewed and Approved by Management

Last Updated: 1/4/2022
Comments/Sections Updated: Grammar changes made.