CLASS SPECIFICATION

Town of Hilton Head Island, South Carolina

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title:	Assistant Town Engineer / Storm Water Manager
Department:	Public Projects & Facilities
Class Code:	3171
Salary Grade:	G17
FLSA Designation:	Exempt

General Statement of Duties

The principal function of an employee in this class is to manage the Town's storm water program, including engineering, planning, budgeting, construction and maintenance of the Town's storm water infrastructure and a team of professional and field personnel. Work is performed under the supervision and direction of the Town Engineer, but extensive leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over assigned staff. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with the Town Engineer, Town Council, other elected officials, consulting engineers, area businesses, contractors, and the general public.

Examples of Essential Functions

(Examples are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position. Members of this classification may be required to perform a combination of the tasks below.)

- Manages the Storm Water Utility (SWU) program and staff for the Town;
- Oversees the compliance and management of the Town's NPDES General Permit for Small Municipal Separate Storm Sewer Systems (SMS4) ;
- Manages the planning, engineering, and construction of Town's storm water infrastructure projects;
- Develops and manages Town-wide storm water maintenance and capital improvement programs;
- Develops and manages the annual storm water budget in close coordination with Town Engineer and Finance Director;
- Provides engineering review of the storm water regulations of the Land Management Ordinance for land development projects; reviews engineering plans and hydraulic studies, makes comments and recommendation for approval; attends pre-application meetings; offers guidance to developers; conducts pre-design certification meetings to guide and assists development engineers with innovative and cost-saving solutions; performs field investigations before and during construction; inspects projects to ensure compliance with the Land Management Ordinance;
- Responds to storm water requests for service in accordance with protocols, to include providing information, researching problems, recommending solutions, meeting with individuals and community organizations regarding storm water issues;
- Oversees the ranking and prioritization of storm water requests for services, maintaining an accurate and current list at all times;
- Manages assigned staff in accordance with the policies and procedures of the Town;
- Assists in the operation and maintenance of the Town's storm water pump stations and related infrastructure, including inspections, troubleshooting, and contracting for major repairs;

- Coordinates with Finance Department to process or resolve invoice payments and SWU revenue and billing issues;
- Coordinates with the Beaufort County SWU on administration, financial, contractual, and NPDES issues affecting the Town;
- Coordinates with SCDHEC on storm water regulations and measures required by the NPDES permit;
- Review and make recommendations on all SWU fee credit applications;
- Makes recommendations and prepares information for storm water grant applications;
- Prepares engineering calculations and designs for storm water improvements;
- Manages on-call contracts for professional and construction services;
- Manages acquisitions and amendments of storm drainage easements in coordination with the Town Attorney;
- Performs various duties related to contract administration and project management, including contract procurement, in-house design, permitting, public coordination, easement acquisition and construction management;
- Coordinates storm water related legal matters with the Town Attorney or staff attorney;
- Makes presentations to Town Council, boards, commissions, and citizen groups;
- Coordinates and communicates with other State, County, Town, and other public service agencies to facilitate resolutions regarding citizen inquiries, design decisions, project scheduling, and prioritization as necessary;
- Provides information for page on the Town's web site;
- Must be available by phone or in person to respond to emergency storm related situations;
- Provides direction concerning Town safety program; enforces safety regulations; assesses/reports workplace and work activity safety risks; ensures staff understands safety regulations, procedures and completes required safety training (See Safety Manual for details);
- Performs emergency or disaster-related duties as assigned;
- Performs other directly related duties consistent with classification role and function.

Knowledge, Skills and Abilities

- Knowledge of federal, state, and local laws, policies, procedures, regulations, codes and ordinances, as they apply to storm water management and erosion control;
- Knowledge of Town, Department, and Division operations, policies, and procedures;
- Knowledge of the principles, practices, and methods of civil engineering, particularly hydrology and hydraulics;
- Knowledge of the Town's land management ordinance and development standards;
- Knowledge of NPDES Construction General Permit and NPDES General Permit for Storm Water Discharges from SMS4;
- Knowledge of Impaired Waters and TMDL laws and regulations of the EPA;
- Knowledge of environmental impact issues, laws, and regulations regarding storm water and wetlands;
- Knowledge of generally accepted construction standards and construction methods, including materials, techniques, scheduling, phasing, testing, and documentation procedures;
- Knowledge of computer program applications relating to storm water engineering,
- Ability to effectively supervise and manage the resources and projects of the storm water program;
- Ability to effectively and consistently interpret policies and ordinances to others;
- Ability to effectively present and promote department projects to the general public and media;
- Ability to effectively serve as a liaison to and review and oversee the work of contractors;

- Ability to effectively detect discrepancies or deficiencies in project construction work and plans;
- Ability to make sound decisions and recommendations with respect to the cost-effectiveness and timeliness of construction;
- Ability to coordinate storm water issues with other departments, federal, state and local agencies;
- Ability to handle multiple projects simultaneously;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

Minimum Qualifications

- Bachelor's Degree in Civil Engineering or a closely related engineering discipline; and
- Category A or B South Carolina Professional Engineering license (or ability to obtain within 6 months); and
- Considerable experience in Civil Engineering, storm water management, NPDES permitting, project management, plan review, storm water design or construction management, including some supervisory experience; or
- Any combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

Work Conditions and Essential Physical Abilities

The principal duties of this class are performed primarily in an office environment, but with field duties subject to a variety of weather conditions and terrains, include varied work schedules, and require the following essential physical abilities:

- Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm
- Handling: Picking, holding, or otherwise working, primarily with the whole hand
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.

- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.