

# 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.*

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<b>Class Title:</b>	Storm Water Operations and Maintenance Technician
<b>Department:</b>	Public Projects & Facilities
<b>Class Code:</b>	3173
<b>Salary Grade:</b>	G12
<b>FLSA Designation:</b>	Non-exempt

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## **General Statement of Duties**

The principal function of an employee in this class is to provide technical support related to operation and maintenance of the Town's storm water infrastructure. The work is performed under the supervision and direction of the Assistant Town Engineer / Storm Water Manager, but leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with other Town personnel, County staff, state agencies, utility companies, contractors, consulting engineers, 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 construction services and maintenance contracts; procures construction services and develops solicitations; develops job orders, coordinates with contractors, utility providers, and the public; inspects construction for compliance with plans and permits; manages project budgets; processes contract payments;
- Oversees operation and maintenance of Town's storm water pump stations and related infrastructure, including inspections, maintaining a log, troubleshooting and contracting for major repairs;
- Responds to storm water service requests; documents deficiencies and develops solutions; assists in the prioritization and scheduling of storm water maintenance projects; maintains prioritized database of services requests;
- Monitors stream levels and rainfall data to assist in predicting flood levels;
- Oversees maintenance and operation of storm water SCADA reporting system for rain gages, stream gages, and pump stations;
- Assists Floodplain Manager with drainage system inspections and CRS program;
- Assists with Town's NPDES Phase 2, Municipal Separate Storm Sewer System (MS4) permit compliance efforts by performing inspections of illicit discharges, drainage outfalls, land development projects, and post construction BMPs; provides support with permit documentation requirements;
- Participates in project-related legal matters and acquisition of easements;
- Follows general and position-specific safety regulations and procedures; identifies, corrects and/or reports safety hazards (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 Town, Department, and Division operations, policies, and procedures;
- Knowledge of hydrology and hydraulic engineering principles and practices;
- Knowledge of storm water pump station operation and maintenance practices;
- Knowledge of installation, testing and repair of electrical equipment;
- Knowledge of SCADA systems;
- Knowledge of the principles, practices, and methods of civil engineering;
- Knowledge of the Town's development standards and ordinances;
- Knowledge of generally accepted construction standards and methods, materials, techniques, phases, designs, practices, and procedures;
- Knowledge of engineering terminology and ability to read and understand plans and engineering studies;
- Knowledge of computer program applications related to project administration;
- 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 the Town's NPDES storm water permit requirements;
- Ability to effectively and consistently interpret policies and ordinances to others;
- Ability to effectively present and promote department projects to general public and media;
- Ability to effectively review and oversee work of contractors;
- Ability to effectively detect discrepancies or deficiencies in project construction work and plans;
- Ability to coordinate with federal, state, and regional agencies;
- Ability to make sound decisions and recommendations with respect to the cost-effectiveness and timeliness of construction;
- Ability to create or maintain computer databases;
- Ability to make quantity estimates and calculations accurately and efficiently;
- Ability to estimate construction costs of drainage projects;
- Ability to read and interpret construction plans and specifications;
- Ability to develop complete and accurate job orders for storm water maintenance projects;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to handle multiple projects and tasks simultaneously;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under pressure of time-sensitive deadlines.

### **Minimum Qualifications**

- Associate's Degree in Engineering, Construction Management, or related field; and
- Considerable experience in storm drainage construction and inspection (including sediment and erosion control), pump stations, infrastructure maintenance, and project management; or
- Any combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.
- Certified Erosion and Sediment Control Inspector (SCDHEC) within six (6) months of hire;

### **Work Conditions and Essential Physical Abilities**

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

- Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 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.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- 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.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- 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.