



Job Description

Department: Engineer/Storm Water

Position Title: Storm Water Engineer Grade/Level: 1

Supervised by whom: Town Engineer/Storm Water Superintendent

Supervisory responsibilities: (Direct reports if any, and level of supervision):

1) None

Exempt Non-Exempt Full-time Part-time

Job outcomes/objectives identified for this position:

1. Department Outcome: Fiscal Management

Employee Outcome: Accurate cost estimates

2. Department Outcome: Development built to town standards/improved town infrastructure

Employee Outcome: Approved quality plans

3. Department Outcome: Excellent customer service

Employee Outcome: Timely, accurate and courteous response to internal and external customers

4. Department Outcome: Improved efficiency of Stormwater Program

Employee Outcome: Program implemented to regulatory standards

5. Department Outcome: GIS, ADA, and Records Management

Employee Outcome: Document ADA Program work



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Job Summary: Outline of job responsibilities:

This is a staff position that provides civil engineering services for designing and reviewing plans and specifications for the Town of Chesterton. They also provide compliance with Storm Water design regulations. They manage/implement the ADA Program for the Town of Chesterton.

Knowledge: Comprehension of a body of information acquired by experience or study needed to successfully fulfill job duties of this position:

- Sewer design/Hydraulics
- Pavement design and Trail design
- Contracts and specifications
- ADA Regulations
- Surveying
- Best safety practices

Skills: Observable ability to perform a learned activity necessary to successfully fulfill job duties of this position:

- Specification writing and Plan reading
- Customer service (internal/external)
- Municipal infrastructure design
- Written and verbal communication
- Time management

Abilities/Talents: Competency to perform an observable behavior or behavior that results in an observable product/service (**Job-specific competencies**):

- Commitment to maintaining a safe, accident-free workplace
- Commitment to delivering excellent customer service (timely, accuracy, courtesy, respect)
- Meeting tight project deadlines
- Receptive to receiving and providing constructive performance feedback
- Work with individual contractors from varying backgrounds
- Team-building
- Problem-solving
- Conflict resolution

Environmental factors: Working conditions (inside or outside the office):

- Tolerate all weather conditions
- Work at a computer/desk for extended periods of time
- Exposure to industrial/construction level noises and hazards



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Physical Characteristics: Physical attributes an employee must have in order to perform the job duties with or without a reasonable accommodation.

- Move, traverse, full body twisting motion
- Ability to use a shovel and pick to excavate ground
- Climb up and down construction ladders
- Ability to work in a confined space
- Lift, pull, carry up to 50 lbs.
- Stoop, kneel, crouch or crawl
- Talk/hear: Detect ambient noises and exchange critical information at work sites

Credentials/Experience: Minimum level of education, experience and certifications acceptable for the position.

- BS in Civil Engineering
- Engineer in Training License
- Professional Engineer Indiana License obtained within five (5) years from date of hire
- Valid Indiana Driver's License

Essential Duties and Responsibilities:

- Attends and advises Storm Water Board, May have to attend Utility Board and other Town Board Meetings on behalf of the Town Engineer
- Develop, design and review construction plans and specifications for capital projects
- Monitor and inspect progress of construction projects
- Designs and updates construction specifications and town regulations
- Assist with various grant-in-aid opportunities requiring engineering data
- Reviews facility problems; designs and proposes improvements
- Meet minimum professional requirements to maintain licensing
- Town ADA Coordinator
- All other duties assigned by the supervisor.

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

Employee printed name: _____

Employee signature: _____ Date: _____