



City of Irving Job Description

Drainage Programs Specialist

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| FLSA Status: | Non-Exempt | Job Department: | CIP |
| Job Code: | 34572 | Reports To (Job Title): | Drainage Programs Coordinator |

PURPOSE

To assist with ensuring that all program elements comprising the National/Texas Pollutant Discharge Elimination System are completed. To assist the Municipal Drainage Utility (MDU) with supervising small drainage projects, drainage cleaning projects, desilting projects, drainage assessments, program analysis, program research, data collection, customer service, city & community events, clerical assistance and/or other related activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Assist engineers, scientists, and principals by assisting with projects in the field.
- Assist with data gathering, preparation and interpretation.
- Assist with public education and outreach regarding local city, state and federal stormwater pollution prevention.
- Represent the city in a variety of ways by participating in committees, meetings, attending organizational and public functions as assigned.
- Plan and execute various projects as needed, which includes conducting research via examination of government records, browsing the internet, and performing statistical analysis.
- Assist in developing and documenting environmental issues, strategies, policies, procedures, and plans.
- Respond to complaints from the public, perform investigations to evaluate compliance or non-compliance of applicable regulations, and perform related follow-up activities.
- Prepare and verify accurate daily reports and diaries of assigned projects, which includes verifying schedules, reporting on deviation or discrepancies in plans or work, and coordinating other contractor work.
- Review ordinances, guidelines, and regulations regarding water quality.
- Clean, service, and repair sampling, metering, and analytical equipment.
- Operate and maintain vehicles and equipment in a safe and efficient manner.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Provide customer service by providing environmental-related information and directions.
- Prepare statistical and narrative reports.

SUPERVISORY RESPONSIBILITIES

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 2 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

None

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to a Bachelor's degree in environmental, watershed management, earth sciences, engineering or related degree.

EXPERIENCE

- Two (2) years of responsible experience in environmental-related or engineering programs and/or services.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate, valid, state-issued license, or ability to obtain upon hire, may be required.
- Texas Stream Team Trainer Certification, or obtain within one (1) year of hire.
- OSHA 30 Hour Construction Certification, or obtain within one (1) year of hire.
- Roadway Worker Protection Safety Certification, or obtain within one (1) year of hire.

KNOWLEDGE OF

- Environmental Laws and Regulations: Federal, state, and local environmental laws and the ability to apply current information to given situations.
- Scientific Methodology: Following precise practices for collecting, reporting, and evaluating scientific information.
- Construction Principles: Materials, methods, and the appropriate tools to construct storm water conveyance objects and/or structures.
- Maintenance Principles: Processes involved in upkeep of property and equipment to optimum state of cleanliness, repair, and efficiency.
- Applied Math: Concepts such as fractions, percentages, ratios, and proportions.
- Computers and Electronics: Computer hardware and software including applications, data base programs, word processing, spreadsheets and other technical design related programs.

- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- English Language: The structure and content of the English language, including the meaning of words and grammar.

SKILLS AND ABILITIES IN

- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Service Orientation: Actively looking for ways to help people.
- Problem Identification: Identifying the nature of problems.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Active Learning: Working with new material or information to grasp its implications.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Maintaining Current Knowledge: Reading, analyzing, and interpreting general business periodicals, professional journals, technical procedures, or governmental regulations.
- Reporting: Researching, analyzing and compiling data and preparing concise documents.
- Oral Expression: Communicating information and ideas in speaking so others will understand.

GUIDANCE RECEIVED

On-going Instructions and Range of Procedures

Follows a range of established procedures, work methods and direct instructions. Must determine which procedure or method applies to each task or assignment and has some flexibility about the sequence of work. Issues outside of specific instructions and procedures are referred to supervisor or more senior position.

CONTACTS

Internally, this position interacts with city staff from various teams, typically up to the level of work group supervisors. Externally, this position engages with citizens.

EQUIPMENT AND PROPERTY

This position utilizes fleet vehicles, water quality sampling kits, secchi disk, transparency tube, camera, collection apps, GPS, GIS, and field measuring devices.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee is constantly required to balance, climb, vehicle, grasp, lift up to 10 pounds, listen, push or pull, reach, see, stand, stoop, talk, and walk. Frequently, s/he is required to carry, crawl, lift up to 25 pounds, kneel, and sit. Occasionally, s/he is required to lift up to 50 pounds. Rarely, s/he is required to lift up to 100 pounds. S/he is regularly required to walk into, through and out of concrete lined channels, natural drainage ditches, streams, ponds and stormwater conveyance systems.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee is frequently exposed to a dirty environment. Occasionally, s/he may encounter improper illumination and extreme temperature or weather conditions. Rarely, s/he may encounter stress and air contamination. The noise level in the work environment usually is low. S/he will encounter rough and unstable terrain during all times when performing field work.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.