

**CITY OF COLUMBIA, TN  
JOB POSTING NOTICE**

- **JOB TITLE: ENGINEER I**
- **DEPARTMENT: DEVELOPMENT SERVICES**
- **EXEMPT: NO**
- **FULL TIME: YES**
- **GRADE: J (RATE OF PAY \$30.65 HOURLY)**

**JOB SUMMARY:**

- Manages and facilitates the operations of the Stormwater Program of the City of Columbia under the supervision of the City Engineer. Directs the City-wide stormwater and watershed planning, along with the NPDES MS4 permit. Provide assistance to the City Engineer in the technical areas concerning the roadways, drainage, to include hydrological and hydraulic studies, retention and detention areas, erosion controls, and transportation engineering models and studies as they pertain to the City of Columbia. This will be accomplished by reviewing problem sites in the city as directed. Duties and responsibilities include reviewing plans and permits for compliance, performing studies using hydrological and hydraulic models, updating technical specifications, implementing appropriate procedures, ordinances and checklists, developing and maintaining a storm water system map and database, researching information and preparing reports, and developing project cost estimates. Reports to City Engineer.

**ESSENTIAL FUNCTIONS:**

- Responsible for City's compliance efforts towards all Stormwater related permits, regulations, and requirements;
- Assists the Planning and Engineering Department with review of development construction plans for sites, subdivisions, and City projects for compliance with applicable regulations, and impacts of storm water runoff; evaluates studies, reports and comments concerning such plans; identifies required changes and prepares department responses to submitted plans;
- Develops, implements and presents public education and public participation programs relative to stormwater quality;
- Performs regulatory research, site visits, soil and water sampling and evaluation of pollutants, and report writing;
- Upon request, assists in enforcing other established environmental standards, laws, regulations, and administrative policies and procedures;
- Investigates complaints, maintains records, develops corrective recommendations for identified problems and notifies City Engineer of legal action needed to effect compliance with established standards;
- Determines recommended performance bond amounts for public improvements to be accepted by the City;
- Assists with GIS related projects (mapping and databases) and maintenance of the City's various GIS databases used by City departments as assigned;
- Reviews and recommends updates to technical specifications and typical standards for all current regulations;
- Assists City Engineer and other Departments with on-site inspections and in gathering field data for special projects; performs construction inspections for projects, as assigned;
- Collects and researches information, including accessing archive files, for various projects;
- Assists general public, contractors, developers, and engineers in search of general information;
- Upon request, provides staff support at Planning Commission and City Council meetings in preparing and delivering any needed information.

- **SECONDARY FUNCTIONS:** Performs other related duties as required

- **SUPERVISORY FUNCTIONS:** None.

- **MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILLS:**

- Must possess strong computer and computer application skills that at a minimum include Microsoft Office Suite products including Word, and Excel; and should be familiar with Computer Aided Drafting, Surveying equipment, GIS software, GPS equipment;
- This position requires the use of various communication devices, standard office equipment.
- Maintains a comprehensive knowledge of current applicable regulations/guidelines; maintains an awareness of new methods, trends and advances in the profession; maintains professional affiliations; attends workshops and training sessions as appropriate.

**ABILITY:**

- Communicates with employees, other departments, City officials, contractors, developers, engineers, the public, and outside agencies as needed to coordinate work activities, resolve problems, or give/receive advice/direction.
- Ability to establish and maintain effective working relationships with supervisors, co-workers, and the public;
- Must be capable of reading and interpreting various types of maps and plans such as FEMA flood maps and USGS maps and is well-versed in EPA, Corps of Engineers and State regulations;
- Must be able to operate and have a general working knowledge of photocopier, global positioning system (GPS) equipment, digital camera, telephone communications equipment and other standard devices;
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry; Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations;
- Ability to speak clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings;
- Ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequencing of operations to determine operational strategy.
- Ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.
- Ability to write clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information;
- Ability to follow instructions, responds to management direction; completes tasks on time or notifies appropriate person with an alternate plan;
- Ability to meet scheduling and attendance requirements.
- Provides assistance and information to the public regarding ordinances, regulations, procedures, documentation fees, or other issues; responds to routine questions or complaints, researches problems, and initiates problem resolution.

**CERTIFICATIONS, LICENSES, REGISTRATIONS:**

- Successful completion of the E.I.T. examination.
- Must possess a valid Driver's License;

**REQUIRED EDUCATION/OR EXPERIENCE:**

- Bachelor's degree (B. A.) in Civil, Environmental, Bio Systems or related Engineering field from an accredited school; successful completion of the E.I.T. examination; or any combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee drivers license.

**PREFERRED EDUCATION/OR EXPERIENCE:**

**PHYSICAL CONDITIONS:**

- 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus.

**WORKING CONDITIONS:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock explosives, vehicular traffic and heavily wooded/overgrown areas.