

GARRETT COUNTY GOVERNMENT JOB DESCRIPTION

JOB TITLE: Stormwater Management Engineer
DEPARTMENT: Planning & Land Management
REPORTS TO: Director
FLSA STATUS: Exempt

SUMMARY: This position is responsible for the review and compliance of development plans according to the Stormwater Management Ordinance and Building Code.

ESSENTIAL DUTIES AND REPOSIBILITIES:

1. Review and approval of development plans for compliance with Stormwater Management Ordinance and Building Code. This includes proper documentation of declaration recording and submission and monitoring of required bonds.
2. Conduct inspections of development sites and record data referencing current and completed projects. Maintains as-built requirements for all completed development projects requiring stormwater management.
3. Provide triannual inspections of existing stormwater facilities to assure proper maintenance and continued functionality.
4. Receives, initiates and evaluates applications for building permits as they may apply to the parameters of the Stormwater Management Ordinance and the Building Code.
5. Maintain knowledge of and receive inquiries pertaining to the Stormwater Management Ordinance and the Building Code.
6. Works with the engineering community, contractors, citizens, office and County and other Government staff to assure proper permit applications, thorough review and timely permit issuance.
7. Respond to complaints and take appropriate action.
8. Other duties may be assigned

QUALIFICATIONS:

To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work requires the ability to read and understand topographic and soil maps, grading plans and structural drawings; Must be able to perform hydraulic and hydrology calculations for the review of runoff characteristics, stormwater management pond designs, ditch and culvert designs in accordance with Maryland Stormwater Manual; Communication skills are a necessity, both written and orally; Plan review involves discussions with engineers, developers and contractors; Written correspondence is frequent; Inspection reports, review reports, notice to comply forms, letters on complaints and letter between government agencies. Must have basic skills and understanding of surveying.

EDUCATION and/or EXPERIENCE:

- ❖ Bachelor of Science in Civil Engineering or other related engineering fields is required.
- ❖ Five (5) years experience in land planning, hydrology and hydraulics is required.
- ❖ Registration as a Professional Engineer with the State of Maryland is preferred.
- ❖ Ability to learn and participate in continuing education courses is essential due to advances in this field.
- ❖ Basic knowledge of Microsoft products including Word, Excel and Access is preferred.

LANGUAGE SKILLS:

This position requires English language skills sufficient to communicate both written and orally. These skills include the ability to read and understand construction plans, specifications, and ordinances. Written correspondence ranges from review and inspection reports to letters to the public or other governmental agencies. Oral communication is daily with the public, consultants, engineers and other governmental agencies. There are also opportunities to speak at forums, public meetings and hearings.

MATHEMATICAL SKILLS:

This position requires a background in Calculus, hydrology, and hydraulics. The ability is needed to review and understand water runoff characteristics, pipe flows, channel flows, and soil properties. Experience with surface water modeling, hydrology and a hydraulic computer program is also necessary to meet the position capacities.

REASONING ABILITY:

This position requires problem-solving ability associated with land development design, drainage complaints and interpretation of rules and regulations. This includes safety aspects, applicability, and cost assessments in design analysis and solution process.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Driver's License

Professional Engineer's license (Maryland) is favorable

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Fieldwork is conducted in a variety of weather conditions, can be on rough terrain or on a construction site with heavy equipment.

WORK ENVIRONMENT:

The work environment is a blend of office and fieldwork. Office time is spent on plan review; permit acquisitions, correspondences, and design. The fieldwork consists of inspections on construction sites, complaints, and surveying. The outside conditions will vary widely depending on weather conditions. At times, work will be performed in close proximity to moving equipment and vehicular traffic.