

# ENGINEERING PROGRAM SPECIALIST 1

## CLASS DESCRIPTION

### General Responsibilities:

This is responsible program coordination, project, and specialized field work in a professional engineering environment. The work involves direct responsibility for specialized programs, projects, and activities relating to the support of engineering staff and projects. Positions at this level perform technical and quasi-professional functions such as conducting field surveys and evaluations, preparing plans and specifications, and coordinating regulated facilities/activities (e.g., underground storage tanks, waste oil collection, landfill monitoring, marking program, crash program, etc.). Under the limited supervision of a professional engineer or manager positions at this level function independently in area(s) of responsibility. The work may involve leading other staff on a temporary or permanent basis.

A Program Specialist 1 level may have in-depth responsibility for at least one program in its entirety, with general responsibility for other programs. However, the movement to a Program Specialist 2 level depends on the incumbent taking on in-depth responsibility for a wide range of specialized programs in which they are experts.

### Examples of Duties and Responsibilities:

Conduct field surveys and evaluations of existing storm sewer structures and systems. Prepare storm sewer, detention/retention basin, and greenway plans and specifications or oversee the work of other staff. Set inlet structure elevations and inlet lead grades to compliment main design. Design and prepare endwall plans and specifications for select storm sewer pipes and boxes requiring modification.

Serve as coordinator and liaison person to City departments, Federal, and State agencies, consultants, and contractors relative to City-owned underground storage tank (UST) activities. Schedule and inspect UST testing, removal, replacement, and site remediation in compliance with State and Federal regulations. Prepare site plans and specifications for installation of new fuel dispensing facilities. Maintain records, prepare reports, review billings and recommend payment.

Administer the semi-permanent pavement marking program under direction from Traffic Engineer. Evaluate existing markings to determine needs and feasibility of using semi-permanent marking. Determine a project and budget schedule for the year and coordinate with the Engineering Division. Meet with contractor to develop work schedule. Conduct or coordinate the inspection of the contractor's work.

Administer the Underground Residential and Commercial District (URD/UCD) Street Light Program. Review preliminary and final plans and design street lighting as needed. Develop assessment schedules, prepare reports and resolutions for the Board of Public Works (BPW) and the Common Council (CC). Assist with the coordination of the installation of street lights by a local public utility and assistance with performing or coordinating field inspections.

Maintain the annual citywide machine traffic count program. Assist with the coordination and preparation of the annual traffic flow map and annual traffic volume report.

Assist with the coordination of the development of street signing plans for multiple traffic engineering facilities. Draft the signing needed for streets to be constructed during the year.

Develop a draft plan using City, State and Federal standards and prepare final drawings or have them prepared by support staff. Review work as it is performed and determine if additional signing is needed.

Coordinate the completion of research and special studies requested by professional staff or needed to carry out other responsibilities as it pertains to a specific program such as the Citywide Crash Program under the limited supervision of Traffic Engineer 3 and Assistant City Traffic Engineer. Compile and analyze resultant information and prepare reports.

Prepare and submit necessary permit applications and forms relative to the City's Waste Oil Collection facilities. Prepare plans and specifications for new waste oil tanks and secondary containment structures.

Coordinate the sanitary sewer television inspection program. Prepare requests and location maps for major street construction, street reconstruction, and resurfacing programs and as part of the acceptance procedure for new construction projects. Review TV reports and manhole evaluations for observed structural problems and identify situations requiring possible remedial action.

Coordinate landfill gas, water, and leachate monitoring operations including landfill gas pumping, leachate and water monitoring, incineration of landfill gas, and collection and reporting of data to the Department of Natural Resources (DNR).

Organize, direct, and inspect the work of City crews involved in the maintenance, repair, and construction of water and gas monitoring facilities. Get bids, determine contractors, and inspect work of private contractors as necessary.

Train and oversee the activities of staff involved in regular pumping, sampling, and maintenance activities relative to landfill monitoring. Collect data and draft reports to DNR. Assist the Public Health Department in dedicating wells and taking and testing samples.

Perform related work as required.

## QUALIFICATIONS

### **Knowledge, Skills and Abilities:**

Working knowledge of standard engineering nomenclature; mathematics; and fundamental principles, practices and techniques. Working knowledge of drafting, surveying and engineering design practices and techniques, including computer assisted drafting (CAD). Working knowledge of the policies, practices, procedures, and governing laws, ordinances, and/or regulations pertaining to the department/division and specific area of engineering. Working knowledge of computer engineering applications. Ability to plan, coordinate and carry out on-going program(s) or areas of responsibility. Ability to interpret and explain engineering plans, specifications, and other technical documents and projects to subordinate staff, other agencies, and the public. Ability to perform and coordinate the performance of technical work including drafting and the assembly, recording, compilation, tabulation and analysis of data. Ability to maintain good working relationships with staff, members of other agencies, and the general public. Ability to communicate effectively, both orally and in writing. Ability to follow oral and written instructions. Ability to dispense technical information quickly, accurately and in a tactful and courteous manner over the telephone, in writing, and in person to members of the general public. Ability to perform engineering design work and to review the work of others. Ability to maintain adequate attendance.

[NOTE: Some of these requirements may be position specific. Others job-related requirements

may be added on a position-by-position basis.]

**Training and Experience:**

Generally, positions in this classification will require:

Two years of technical engineering support experience including drafting, surveying, and/or other related responsibilities. Such experience would normally be gained after completion of at least two years of post-high school education in the area of engineering or civil technology, engineering, or a closely related field. Additional closely related education may be substituted on a year-for-year basis for up to one year of general experience. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of positions in this class will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Necessary Special Qualifications:

Ability to meet the transportation requirements of the position.

For Engineering

Employees must obtain Pipeline Assessment Certification Program certification within the first six months of employment. Failure to do so will result in forfeiture of the position, absent extenuating circumstances.

Physical Requirements:

Employees in this position must be able to lift/carry objects weighing up to 20 pounds on a regular basis and objects weighing up to 75 pounds on occasion. In addition, employees must be able to frequently walk over uneven surfaces and in active construction sites, bend and squat, stand for long periods of time, and tolerate loud noises, dust and pollen. This position requires work outdoors in all types of weather. Ability to operate a CAD/GIS workstation with hand and eye coordination using a mouse and keyboard for inputting data.

<b>Department/Division</b>	<b>Comp. Group</b>	<b>Range</b>
Public Works/Variou	16	17

Approved: \_\_\_\_\_

Brad Wirtz  
Human Resources Director

Date