

**LOUISVILLE METROPOLITAN SEWER DISTRICT
invites applications for the position of:**



Senior Engineering Technician- MSD Customer Counter (Grade 17)

SALARY: \$26.49 - \$40.38 Hourly
\$55,099.20 - \$83,990.40 Annually

OPENING DATE: 02/13/19

CLOSING DATE: 02/26/19 11:59 PM

JOB SUMMARY:

Provides technical support related to routine privately and publically funded wastewater, stormwater, and flood protection infrastructure projects under direct oversight by a staff PE and requiring only minimal supervision. Performs technical analysis and oversight activities for routine privately and publically funded infrastructure, ensuring adherence to MSD specifications/design standards and appropriate local, state, and federal regulations/guidelines. Implements routine programmatic initiatives related to KPDES Permit compliance, Consent Decree compliance, asset management, USACE Flood Protection System operation and maintenance, Municipal Separate Storm Sewer System (MS4) permit compliance, Green Infrastructure planning, Community Rating System (CRS) Program implementation, Floodplain Management planning and watershed master planning. Provides technical support related to the Plumbing Modification Program. Performs routine project management activities. Develops and maintains quality assurance and quality control procedures for programmatic initiatives within the division.

ESSENTIAL JOB FUNCTIONS:

Provides technical support related to routine privately and publically funded wastewater, stormwater, and flood protection infrastructure projects under direct oversight by a staff PE and requiring only minimal supervision. Develops technical reports, demonstrating writing proficiency through compilation and assessment of data, supporting documentation (e.g. charts, graphs, references), drafting associated text content and preparing recommendations to support regulatory reporting and programmatic initiatives. Evaluates programmatic processes for adherence to technical specifications, MSD specifications/design standards, Standard Operating Procedures (SOPs), and if needed, identifying deficiencies and recommending improvements. Develops for award consideration and subsequently administers local, state and federal cost-share grant applications. Resolves customer requests related to routine wastewater and stormwater infrastructure. Performs technical analysis and oversight activities for routine privately and publically funded infrastructure, ensuring adherence to MSD specifications/design standards and appropriate local, state, and federal regulations/guidelines. Coordinates with other MSD departments, as well as state and local agencies, to ensure projects are undertaken in a manner consistent with regulations. Coordinates the inspection of Inspecting stormwater detention/retention basins, private sanitary sewer line replacements, Stormwater Pollution Prevention Plans (SWPPPs), and post construction water quality BMPs to ensure proper functionality and compliance with MSD Specifications. Implements routine programmatic initiatives related to KPDES Permit compliance, Consent Decree compliance, asset management, USACE Flood Protection System operation and maintenance, Municipal Separate Storm Sewer System (MS4)

permit compliance, Green Infrastructure planning, Community Rating System (CRS) Program implementation, Floodplain Management planning and watershed master planning. Provides technical support related to the Plumbing Modification Program. Assists IWD (Industrial Waste Department) with administering the MSD Certified Grease Waste Haulers training, conducting compliance audits of Certified Grease Waste Haulers, and educating food service establishment owners/operators on FOG program requirements. Performs routine project management activities. Procures planning, design and construction services. Develops project cost estimates. Tracks and manages assigned project schedules and budgets and reviews the actual spending of funds allocated for each assigned capital project. Develops risk management plans and schedule/budget variance recovery plans. Coordinates internal/external stakeholder input meetings. Prepares and presents updates on capital projects and programmatic initiatives at Coordination, Gateway and Stakeholder meetings. Follows processes and procedures for expenditures in accordance with the MSD Procurement Regulations and Board Policies. Develops and maintains quality assurance and quality control procedures for programmatic initiatives within the division. Assists with walk-in customers. Actively performs quality assurance reviews for own work products, along with those of divisional staff of which they are processing, evaluating for completeness, grammar, punctuation, and accuracy. Mentors Engineering Technicians in developing technical job functions/abilities. Maintains polite, professional, and tactful communication skills in person, over the phone, and through written communication. Submits records for working files and final retention per MSD policy and procedures. Performs duties of Engineering Technician III as needed. Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES NECESSARY TO THE WORK:

Knowledge of basic mathematics principles, engineering design methods, hydraulic/hydrologic calculations, surveying, general construction practices/methods, routine equipment requirements and environmental practices; knowledge of MSD Design Manual, Standard Drawings and Standard Specifications, Metropolitan Subdivision Regulations and Zoning, Erosion Prevention and Sediment Control (EPSC) and Local Regulatory Floodplain and other environmental regulations; skill in operating a PC, computer aided drafting and design (CADD) software and associated Windows environment software (e.g. Microsoft Office Suite, etc.); skill in oral and written communication; ability to read, interpret and discuss detailed construction plans and topo maps; ability to manage, plan and effectively prioritize multiple projects and initiatives; ability to analyze problems and develop reasonable solutions; ability to exercise sound judgment and discretion in decision-making; ability to work in a team environment; ability to be courteous and helpful under pressure; ability to work under heavy surges in workload and deadline pressure; ability to work 24 hour emergency response, various shifts and weekends.

MINIMUM REQUIREMENTS:

Associate degree in engineering technology (civil, mechanical, electrical, construction) or a related field; twelve or more years of related experience; an equivalent combination of education and experience may be substituted. Must possess a valid driver's license. Must have safe work and driving habits. Must obtain Plan Reviewer/Preparer EPSC Certification within 6 months.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.louisvillemsd.org>

700 W. Liberty Street
Louisville, KY 40203

Position #19-019
SENIOR ENGINEERING TECHNICIAN- MSD CUSTOMER
COUNTER (GRADE 17)
MF

Dedra.Houston@louisvillemsd.org

Senior Engineering Technician- MSD Customer Counter (Grade 17) Supplemental Questionnaire

- * 1. Do you have a valid driver's license?
 Yes No

- * 2. What is your highest level of education completed?
 - No H.S. diploma or GED
 - High School Diploma or GED
 - Some college, no degree
 - Associate Degree
 - Bachelor Degree
 - Master's Degree
 - Other Graduate Degree

- * 3. How many years of related experience do you have relevant to this position?
 - Less than 10 years
 - 10-12 years
 - 12 or more years

- * 4. This position will work directly with the public at least 6 hours a day. Are you comfortable with this level of interaction?
 Yes No

- * 5. Describe your experience working with the public. If none, please type "N/A".

- * 6. Please describe your experience preparing and/or reviewing erosion prevention and sediment control, drainage, grading, etc. documents/plans.

- * Required Question