

Submit resume by going to www.cityofwaterlooia.com, clicking on Career Opportunities, reviewing the Storm Water Specialist description and following directions to submit cover letter and resume. **We will not accept mailed, faxed, hand-delivered or directly emailed resumes. Deadline to submit resume is Noon on Friday, February 23, 2018.**

**CIVIL SERVICE NOTICE
CITY OF WATERLOO, IOWA
OPEN EXAMINATION**

STORM WATER SPECIALIST

DEPARTMENT : ENGINEERING
SALARY : \$28.51 per hour
FLSA : NON-EXEMPT
CIVIL SERVICE : INCLUDED
BARGAINING UNIT : AFSCME LOCAL #1195

GENERAL STATEMENT OF DUTIES

Professional and technical position responsible for performing storm water management related work in the field and office and on a variety of public works projects. The work is performed under the general direction of a higher-level engineer but considerable leeway is granted for the exercise of independent judgment and initiative.

EXAMPLES OF ESSENTIAL FUNCTIONS
(Illustrative Only)

These functions are considered essential for successful performance in this job classification.

1. Conducts inspections of a variety of public works projects for Storm Water Pollution Prevention Plan (SWPPP) compliance.
2. Reviews SWPPP plans and post-construction site plans.
3. Coordinates and conducts National Pollutant Discharge Elimination System (NPDES) inspections program for construction sites and post-construction storm water management facilities.
4. Helps coordinate storm water management program.
5. Inspects all storm water facilities including pump stations, gate wells, manholes, inlets, other structures, drainage ways, etc.
6. Helps train municipal employees on storm water Best Management Practices (BMP's).
7. Conducts public education activities for storm water management program.
8. Responds to complaints and answers requests from the public regarding storm water management.
9. Participates in the preparation and maintenance of storm water system records.
10. Notifies, works with and provides expertise to Fire Rescue, Building Inspections, Waste Management and Planning and Zoning regarding storm water issues.
11. Monitors, responds to complaints, resolves violations, including possible storm water violations and issues citations if necessary.
12. Testifies in court regarding violations of related City storm water ordinances.
13. Compiles reports, performs data entry and completes forms on personal computer using the applicable software.
14. Works inside and outside to review construction sites, meet with contractors and attend meetings; operates passenger-type vehicle to visit inspection sites; works in a variety of weather extremes, excessive noise, mechanical hazards; work environment may be dusty and dirty; terrain may be wet, slippery or uneven.

15. Works independently and with others with minimal supervision.
16. Performs work of a repetitive nature and varied workload pace.
17. Regular attendance on the job and at the work site is required.
18. Performs all work duties and activities in accordance with OSHA, City and Engineering Department policies, procedures and safety rules and regulations.
19. Performs all other related duties as assigned.

REQUIRED KNOWLEDGE & ABILITIES

1. Knowledge of the principles and practices of engineering as applied to the design, maintenance, inspection and repair of public works facilities.
2. Ability to present materials and information in good report form, complete forms and perform required record keeping.
3. Skilled in use of personal computer and database knowledge.
4. Skilled in use of civil engineering instruments and equipment.
5. Ability to function with independent judgment and skill to plan, assist and supervise the work of others as it relates to engineering principles and practices.
6. Ability to communicate orally and in writing to read, analyze, record and interpret complex technical data and computations, review materials on a variety of engineering projects, present facts and findings, give advice and recommendations and respond to questions from the public, public officials, contractors and coworkers tactfully and promptly, in a clear, concise and easily understandable manner.
7. Ability to communicate effectively and maintain working relationships with other City employees, supervisors, public officials, contractors, other government agencies and the public.
8. Ability to safely operate passenger vehicle.
9. Ability to use independent judgment to recognize and solve problems as they occur.

10. Knowledge of occupational hazards and ability to enforce appropriate safety precautions when working at construction sites.
11. Ability to work with people from a broad variety of social, economic, racial, ethnic and educational backgrounds.

ACCEPTABLE EXPERIENCE & TRAINING

1. Graduate of an accredited college or university with a Bachelor's Degree in Civil or Construction Engineering, Biology, Earth Sciences, Geography or Environmental Science

OR

Graduate of a technical school or community college with an Associate of Applied Science Degree in Civil Engineering Technology or a directly equivalent degree and minimum five (5) years experience in public works design, engineering and public works inspection

OR

High school graduate/GED with minimum ten (10) years experience in public works design, engineering and inspection

OR

Any equivalent combination of education and experience that provides the knowledge, skills and abilities necessary to perform all aspects of the position effectively.

2. Prefer Iowa Certified Construction Site Pollution Prevention Inspector (ICCSPPPI) Certification or other recognized certification; must obtain within six months of appointment.
3. Prefer storm water management program experience.
4. Prefer Geographic Information Systems (GIS) experience.
5. Iowa Driver's License and good driving record based on City of Waterloo driver performance criteria. A candidate with any of the following will not be considered for employment: loss of license for any reason during the period of candidacy for employment, if the candidate remains without a valid, current license for the position when the City issues an offer of employment; loss of license, plea of guilty, plea of no contest or its equivalent or conviction for OWI, reckless driving or other major moving violation within the previous five years; four or more citations for moving violations within the previous three-year period, excluding speeding violations of 10 mph or less over the posted

speed limit; three or more citations for moving violations within the previous one-year period. After appointment to the position, disciplinary action or continuing employment status may be reviewed for the following: four or more moving violations within the previous three years, three or more moving violations within the previous one year or loss of license or conviction for OWI, reckless driving or other major moving violation within the previous five years; two or more at-fault accidents within a three-year period while driving on City business. An applicant's driving record will be reviewed prior to an offer of employment and at least annually after hire.

ESSENTIAL PHYSICAL ABILITIES

The following physical abilities are required with or without accommodation.

1. Sufficient speech and hearing to understand verbal instructions, respond to questions from the public, public officials and contractors, hear traffic in work areas, communicate with coworkers in person, over the telephone or over a radio and make oral presentations.
2. Sufficient personal mobility that permits the employee to safely operate a passenger vehicle, travel inside and outside in all weather, review construction sites and attend meetings.
3. Sufficient vision and manual dexterity that permits the employee to operate a personal computer, use civil engineering instruments and equipment, review construction sites, handle files and perform other administrative and technical duties.
4. Sufficient strength, mobility and flexibility to lift, carry, push or pull surveying and testing equipment weighing up to one hundred (100) pounds (may request assistance) and climb and work at heights up to fifteen (15) feet.

MISCELLANEOUS

1. Required to wear personal protective equipment as needed such as safety glasses, safety shoes and safety vest and ability to observe and enforce appropriate safety precautions.

2. Following a conditional offer of employment, the City of Waterloo requires a physical examination by a physician of the City's choice, including a drug test, to determine if an applicant is capable of performing the essential functions of the job.
3. The City of Waterloo reserves the right to conduct a background investigation including employment, education and criminal history checks on any applicant being considered for this position.
4. Must submit to and pass Civil Service examination procedures including a panel interview.

WORK SCHEDULE

Generally Monday-Friday, 8:00 a.m. - 5:00 p.m. with one hour unpaid lunch. Must be available for department or City activities or meetings outside normal work schedule that require the attendance of the Storm Water Specialist.

EXAMINATION INFORMATION

Qualified applicants who apply by the deadline date will be required to appear before an oral examination panel consisting of a minimum of three people who have expertise in the areas being tested. An individual must receive a minimum average score of sixty points out of one hundred to achieve a passing score on the oral examination. The top applicants, as ranked by their scores on the oral examination will be the individuals placed on the certified list. Applicants who qualify as outlined and are full time regular employees of the City of Waterloo shall have one additional point per full year of employment up to a maximum of five points added to their final score. Honorably discharged men and women from the military or naval forces of the United States who qualify per provisions of Chapter 35 of the Code of Iowa and who are citizens and residents of the United States shall have five additional points added to their final score upon submission of their DD214 or ten points added if they were awarded a Purple Heart or have a service connected disability.

ORAL EXAMINATION DATE

Qualified applicants who apply by the deadline date will be notified of the time, place and date of the examination.

[Click Here to Apply](#)

A.A./E.E.O.

Minority, female & disabled individuals are encouraged to apply.