



TO: Civil Service Commission
FROM: Human Resources Staff
RE: Request to Establish New Classifications: Stormwater Engineering Technician I-IV
DATE: February 24, 2021

Action Requested

Staff requests the Commission add four new job classifications: Stormwater Engineering Technician I, Stormwater Engineering Technician II, Stormwater Engineering Technician III, and Stormwater Engineering Technician IV.

Salaries:

The proposed grades are:

- Stormwater Engineering Technician I: 236
- Stormwater Engineering Technician II: 240
- Stormwater Engineering Technician III: 241
- Stormwater Engineering Technician IV: 243

GRADE	HOURLY RATE/MIN	ANNUAL SALARY /MIN	HOURLY RATE/NORM	ANNUAL SALARY/NOR M	HOURLY RATE/ MAX	ANNUAL SALARY/MAX
236	\$ 25.75	\$ 53,565.05	\$ 27.29	\$ 56,768.12	\$ 34.45	\$ 71,653.36
240	\$ 28.97	\$ 60,264.90	\$ 30.72	\$ 63,888.49	\$ 38.42	\$ 79,903.90
241	\$ 29.85	\$ 62,079.19	\$ 31.63	\$ 65,793.03	\$ 39.56	\$ 82,284.56
243	\$ 31.67	\$ 65,882.62	\$ 33.58	\$ 69,840.17	\$ 41.96	\$ 87,283.96



CITY OF URBANA
Human Resources Division

STORMWATER ENGINEERING TECHNICIAN I-IV

JOB DESCRIPTION

Department: Public Works	Division: Engineering
Work Location: Urbana Public Works Department	Percent Time: 100%
Job Type: Civil Service	FLSA Status: Non-exempt
Reports To: City Engineer or designee	Union: Non-union

JOB SUMMARY

Under the direction of the City Engineer, the Stormwater Engineering Technician will be responsible for managing various components of Urbana’s Stormwater Management Program as well as assisting with other departmental construction technician needs when necessary. Responsibilities related to the stormwater management program will typically include construction erosion control permitting and inspections, creating and updating impervious area assessments for the stormwater utility fee, completing inspection and reporting requirements for NPDES Phase II compliance, and assisting with planning and implementation of annual storm sewer cleaning and televising. Other departmental construction technician responsibilities may include, but are not limited to, construction inspection of various public works projects, land surveying assistance, assistance with design and development of capital improvement projects and recurring annual maintenance programs, and assistance with outside funding applications.

Defining Characteristics of the Classes

Level I: This is the entry-level class in the series and distinguished by the performance of basic and routine tasks and duties assigned. Since this class is typically used as a training class, employees may have limited or no work experience. Work is performed under immediate supervision and work procedures and results are reviewed by engineers and higher-level technicians.

Level II: This is the full journey level class within the series. Employees at this level receive occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the division.

Level III: This is a more advanced level class within the Civil Engineering Technician series.

Technicians of this classification are expected to have a breadth of knowledge and experience to successfully complete projects with considerable independence. Responsibilities range from intermediate to advanced level in support of a broad range of engineering activities.

Level IV: This is the most advanced level class within the series. The incumbent functions as an expert in the planning, design, construction and/or rehabilitation of public works projects. Work involves designing improvements and preparing construction plans and contract documents for municipal infrastructure projects; conducting field investigations; preparing technical reports; monitoring construction work; and may supervise work of engineering technicians and part-time staff.

This job description reflects the general concept and intent of the classification and should not be construed as a detailed statement of all of the job requirements that may be inherent in the position.

JOB DUTIES:

- Manage the City's Erosion Control (EC) Permitting Program by reviewing and approving all EC permit applications; performing and documenting regular site inspections of construction activities to ensure conformance with EC permit requirements and; effectively communicating any non-compliance to the EC permit holder.
- Support the stormwater utility fee (SWUF) program by maintaining the City's impervious surface database; assisting with SWUF billings for City-billed entities; assisting with implementation of the SWUF credits and incentives program and; inspecting stormwater best management practices (BMP) that have received credits or incentives.
- Manage the inspection and reporting requirements of the City's NPDES MS4 Permit by performing annual public waterway inspections; performing inspections of public and private detention basins; providing public education/outreach; representing the City on the MS4 Champaign County Stormwater Partnership (CCSWP) committee; and preparing the annual NPDES stormwater report.
- Assist in planning and implementation of annual storm sewer cleaning and televising and other maintenance activities.
- Assist in responding to resident complaints regarding sanitary sewer surcharges, surface flooding, street flooding, and other miscellaneous stormwater complaints.
- Assist with maintaining and updating sewer maps, including sewer extensions, capital improvement projects, sewer repairs, and manhole inspection GIS data.
- Assist in engineering field data collection and land surveying activities.
- Assist Operations Division in performing sewer testing and inspection.
- Assist in construction observation activities as needed.
- Perform other related duties as assigned.

JOB REQUIREMENTS

Education & Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

TECHNICIAN I MINIMUM QUALIFICATIONS

- Two years of practical experience in construction, stormwater management, and/or engineering. Experience with stormwater management and/or public sector engineering is preferred.
- Graduation from a two-year college or technical school program in civil technology, surveying, construction management, graphic information systems (GIS), design drafting, pre-engineering or a related field is preferred.

TECHNICIAN II MINIMUM QUALIFICATIONS

In addition to qualifications for Engineering Technician I:

- Minimum of four (4) years' experience in Civil Engineering Technician I position or equivalent experience in municipal, county, state, or federal engineering or engineering consulting.

TECHNICIAN III MINIMUM QUALIFICATIONS

- Minimum of four (4) years of experience in Civil Engineering Technician II position or eight (8) years' equivalent experience in municipal, county, state, or federal engineering or engineering consulting.

TECHNICIAN IV MINIMUM QUALIFICATIONS

- Minimum of four (4) years of experience in Civil Engineering Technician III position or twelve (12) years' equivalent experience in public sector engineering or engineering consulting.

Licenses, Certifications and Memberships Required

- Possess or obtain a valid State of Illinois Class D driver's license within fifteen (15) days of employment.
- Successfully obtain National Association of Sewer Service Companies (NASSCO) Pipeline Assessment and Certification within one year of employment.

Knowledge of

- Standard practices, procedures, materials, tools, and equipment used in the maintenance, repair, rehabilitation and construction of municipal infrastructure projects.
- Engineering drafting techniques and tools
- Field survey instruments and techniques

- Mathematics and trigonometry
- Microsoft Office applications, including Word, Excel, Access, PowerPoint, and Outlook
- AutoCAD or Microstation and GIS software
- Granite XP Sewer Televising Software is preferred

Ability to

- Comprehend the function of stormwater management facilities including standards for construction and operation
- Identify stormwater deficiencies related to flow capacity, water quality, and condition
- Understand and/or complete basic stormwater computations
- Write and organize to produce accurate and useful reports from large amounts of information
- Follow oral and written instructions
- Communicate clearly, both orally and in writing
- Establish and maintain effective working relationships with others
- Effectively operate software and office equipment
- Meets scheduling and attendance requirements
- Perform effectively as a member of a team in carrying out the stated mission and philosophy of the City, Department of Public Works and the Engineering Division;
- Perform the essential functions of the job without posing a direct threat to the health and safety of others;
- Solving routine problems and referring more complex issues to higher levels.

Supplemental Information

Supervision received

Level and complexity of supervision exercised

- This position is not responsible for supervising any staff positions.

Physical Demands and Working Conditions

- Physical Demands: ability to lift and carry fifty (50) pounds; sit, stand and/or walk for extended periods and ability to walk on uneven terrain at construction sites and other surfaces; manual dexterity and eye-hand coordination needed to use a variety of office equipment such as computers, telephones, calculators, copiers, and topographic surveying equipment. Position requires visual acuity sufficient to read computer screens and printed documents and visually inspect work in progress and hearing in the normal audio range with or without correction.
- Working Conditions: Work generally occurs in both an office and field environment. A typical work schedule: Monday - Friday, 7:00 a.m. - 4:00 p.m. with flexibility depending upon the needs of the department. May be required to work in excess of 40 hours a week and/or

work irregular hours, particularly during construction projects or emergency situations. Job requires outside work in all weather conditions, winter and summer as well as inside office work. Work occurs around traffic, in and around heavy equipment in construction zones, and around potentially hazardous fumes and caustic compounds. Incumbents may be subjected to dusts, fumes, extreme temperatures, inadequate lighting, and intense noises.

Job Dimensions

- General guidelines for work exist, but employee is increasingly responsible for determining the approach for performing the work.
- At the entry level, employee performs technical or trades-based work that requires a solid understanding of basic algebra and statistics at the para-professional level. Work complexity and independence increase relative to demonstrated proficiency and expertise. At advanced levels, employee performs work that encompasses advanced technical, scientific, legal, or mathematical concepts. Work directly contributes to the implementation of specific policies, programs, or initiatives of the organization.

The physical demands and work environment described herein 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.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Class Specification History

New classification:

For HR/Finance Use

Title Code	Pay Grade
I:	I: 236
II:	II: 240
III:	III: 241
IV:	IV: 243
EEO Category 3-Technician	