

Washington County Soil Conservation District
Position Description
Civil Engineer

A. Introduction

The employee will be a Regular Full-Time Employee. Funding for this position will be derived from the Annual County Budget.

B. Definition of Class

This is a salaried professional position with the Washington County Soil Conservation District (WCSCD) involving the technical review of stormwater management ponds for compliance with dam safety requirements, soil erosion and sediment control plan reviews, sensitive area reviews, standard soil erosion and sediment control plans, preliminary consultations, stormwater management concept plans, etc. The work includes conducting pre-construction meetings, interim water quality inspections, and final site closeout review inspections for development projects. The work includes field and office assignments, affording opportunity for exercise of independent planning, judgment, and technical decisions, under the supervision of the District Manager or Assistant Manager.

C. Duties

Oversee and perform engineering review for all plans and specifications received by WCSCD to construct, reconstruct, remove, change, or repair any Small Ponds within the District's jurisdiction.

Provide technical review and concurrence of the Small Pond design and computations to recommend approval by the WCSCD Board of Supervisors.

Review Small Pond construction drawings for necessary details, dimensions, certifications, and information for construction of the Small Pond, and as required in COMAR 26.17.04.05, Maryland Pond Standard 378, and Maryland Department of the Environment's policies and procedures.

Applies knowledge of soil and water conservation principles, methods, and techniques to analyze and evaluate environmental conditions.

Applies public relations and communications skills.

Guides and assists individuals in planning and developing soil erosion and sediment control plans, considering such significant factors as feasibility, adaptability, economic benefits, environmental aspects, soil erosion and sediment control improvement, and dam safety.

Completes on-site evaluations of construction sites to assess effectiveness of proposed plans and practices.

Performs technical review of plans submitted under the District's Urban Program.

Prepares correspondence related to the District's Urban Program.

Fosters and maintains working relationships with all cooperating Local, State, and Federal departments and agencies.

Conducts Pre-Construction Meetings, Interim Water Quality Inspections, and Final Site Closeout Review Inspections in accordance with a Memorandum of Understanding with the Maryland Department of the Environment.

Participates in periodic training sessions for the public and/or the engineering community.

Attends all required training as directed by the District Manager or Assistant Manager.

Responds to inquiries from the public, citizen groups, clients, and business organizations, by providing information, advice on service utilization, and facilitating problem resolution.

Meets time sensitive deadlines and/or demands.

Prepares, collects, and files documents of the District's Urban Program.

Prepares written material, i.e., reports and memoranda for action by the Washington County Soil Conservation District.

Uses computer software and systems to accomplish required work.

D. Minimum Qualifications

Must be a Registered Professional Engineer in the State of Maryland. Must have had a full four (4) year course in an accredited college or university leading to a bachelor's degree in civil, agricultural, or related engineering discipline. Must have had college level course work or training in the field of hydraulics, hydrology, and soil mechanics. Must have professional experience in the field of stormwater management, hydrologic and hydraulic modeling, dam breach modeling and hazard classification, geotechnical engineering, earth dam construction and familiarity with the Natural Resource Conservation Service (NRCS) methods of determining storm rainfall runoff. Extensive experience in the design and construction of Small Ponds in accordance with Maryland Pond Standard 378. Consideration will be given to Engineer in Training candidates with acceptable experience and educational background who may be expected to achieve Professional Engineer certification within 6 to 12 months of employment.

E. Knowledge, Skills, and Abilities

Thorough knowledge of modern principles and practices of civil engineering including hydrology, hydraulics, rainfall calculation and all aspects of pond design and construction.

Knowledge of Soil Erosion and Sediment Control practices; procedures related to development projects.

Knowledge of standard office practices and procedures.

Skill in operating word processing, databases, and peripheral equipment.

Ability to use various GIS applications to produce site maps.

Ability to acquire a thorough knowledge of Federal, State, and County rules, regulations, procedures, and functions, and to apply these to work decisions/concerns.

Ability to work independently on a wide variety of technical tasks.

Ability to maintain complicated and/or multiple records and to prepare accurate reports.

Ability to exercise good judgment, courtesy, and tact in receiving office callers and making proper disposition of concerns.

Ability to communicate effectively, orally and in writing.

Ability to establish and maintain effective working relationships with associates, supervisors, and the public.

F. Supervisory Controls

Employee is under the direct supervision of the Assistant Manager and District Manager.

G. Guidelines

Employee will follow policies and guidelines of the WCSCD. Guidelines typically include Memoranda of Understanding, directives pertaining to technical, administrative, and clerical procedures, correspondence, manuals, filing systems, various Federal, State, and County laws, and computer manuals.

H. Work Environment

The work environment for this position will consist of both an indoor office environment, as well as, outdoor settings. The outdoor settings will be primarily active construction sites and sites being considered for development, farms, and rural landscapes. Outdoor work conditions will require the employee to traverse rough and broken terrain under various weather conditions. A valid state driver's license is required.

I. Time and Attendance

Employee work hours will be in accordance with District Employee Manual.

The WCSCD Board of Supervisors meets the second Wednesday of each month. Employee will be available to attend these meetings and other special meetings and events, as scheduled by the Board, Assistant Manager, and/or the District Manager. Special meetings and events may be scheduled outside normal work hours.

J. Training

Employee will participate in appropriate training programs as provided by the WCSCD.

K. Civil Rights Responsibilities

As District Engineer, the position must provide assurance to delivery of District programs and services and they are carried out without regard to race, color, national origin, religion, sex, age, marital status, or handicap.