

## INGHAM COUNTY JOB DESCRIPTION

### ENGINEER - DRAIN

#### **General Summary:**

Under the general supervision of the Drain Commissioner, evaluates proposed water management projects plans and specifications for sound engineering practices and inspects drain construction projects in progress to ensure that methods and material meet construction standards. Oversees the administration and enforcement of the Soil erosion and Sedimentation Control Act per Part 92, of P.A. 451 of 1994.

#### **Essential Functions:**

10. Reviews construction plans for drain construction and maintenance projects and adds information to plans supplied by engineering firms. Interprets and analyzes civil engineering data including hydrologic design, detention basin design, soil strata information, and other data.
11. Reviews commercial and industrial site plans submitted to ensure conformance to current standards and specifications. Recommends approval or disapproval of plans based on evaluation of storm sewer system and overall plan compliance to accepted construction techniques.
12. Reviews subdivision preliminary plats, construction plans, and final plats for conformance to standards and specifications of the Drain Commission and applicable statues and ordinances.
13. Oversees the administration and enforcement of the Soil Erosion and Sedimentation Control Act per Part 91, of P.A. 451 of 1994 including overseeing the work of Enforcement Officers.
14. Responds to citizen complaints regarding drainage issues, may include visiting the site and determining the appropriate resolution of the complaint. Coordinates complaints and determining the appropriate resolution of the complaint. Coordinates complaints with the road commission and townships.
15. Determine maintenance procedures for existing drains, determines cost, confirms completion, and reviews for payment approval.
16. Represents the office with developers, engineers, attorneys and others regarding functions of the Drain Office. Responds to complaints regarding drain projects, inspections, and other activities of the office.

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17. Works with the Chief Deputy Drain Commissioner and other governmental agencies to ensure consistency of County development, and to resolve major drainage problems or concerns.
18. Attends and/or conducts public meetings with various units of government regarding drain works projects. Responds to the public's questions.
19. Reviews completed projects to ensure they meet the standards for adoption of drains into the County system.

**Other Functions:**

20. None listed.

*An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)*

**Employment Qualifications:**

**Education:** Bachelor's degree in Civil Engineering.

**Experience:** Four years of professional engineering experience with public works, storm sewers, sanitary sewers, and water supply systems.

**Other Requirements:** Possession of a Michigan driver's license.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements:** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Walking over uneven terrain to inspect drain maintenance and construction projects.

Climbing up and down excavated trenches.

Stoops, and bends to enter storm/sanitary sewer manholes.

Stoops, kneels and crouches to inspect drains.

**Working Conditions:**

Works in office conditions and travels to locations to inspect drain maintenance and construction projects.