

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Senior Environmental Engineer

**Department:** Environmental/Public Works

**Pay Grade:** 515

**FLSA Status:** Exempt

**Job Code:** E715

#### JOB SUMMARY

The purpose of this classification is to plan, execute, and coordinate a broad range of technical and operational analyses of the Department's operations including: water, stormwater, sanitation/recycling, and fleet management. This classification will support Department staff in responding to challenges and opportunities by assessing systems, operations, and assets; developing improvement options; justifying and implementing recommendations that enhance operations and customer service. Organizes and leads teams; develops action plans and scopes of work; analyzes technical, operating performance, and cost data; recommends project and program scopes and implementation strategies; manages project and program implementation; and develops and presents progress and performance reports.

#### ESSENTIAL JOB FUNCTIONS

- Supervises and directs projects, programs, studies, capital project design and construction, and operational improvement initiatives. Develops, analyzes, and manages projects and programs throughout the department to enhance customer service and promote efficient, effective performance. Monitors spending to ensure compliance with established rules and requirements; reviews various accounting documents to evaluate the budget status.
- Represents the division and the department in various administrative and professional situations; prepares and provides professional recommendations; represents the department and provides recommendations to outside groups.
- Performs and/or provides oversight for various complex technical tasks to support a variety of department functions. Typical duties may include, but are not be limited to: conducts site reviews; interviews City staff; complies with applicable local, state, and federal regulations; researches relevant best practices; reviews work plans. Coordinates with various groups and individuals to collect and manage information and assistance; interprets

data; develops and analyzes options efficiently; presents findings and recommendations. Mentors junior staff to enhance their business practice analysis and improve implementation skills. Reviews standard operating procedures, construction specifications, and prepares recommendations for updates.

- Performs water model updates and analysis of the City's water system. Reviews construction documents, hydrology studies and stormwater management plans.
- Communicates effectively with City officials, board/committee members, employees, etc. Coordinates and collaborates with other City Departments as well as external agencies, citizens, vendors, and consultants as needed to accomplish department objectives and initiatives.
- Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, regulations, and standards. Conducts research and maintains an awareness of new issues, methods, equipment, trends and advances in the profession; stays up to date with best practices; maintains professional affiliations, participates in continuing education activities; attends meetings, conferences, workshops and training sessions as appropriate.
- Assists in seeking funding resources to support projects and plans; prepares applications for project funding, prepares grant applications.
- Operates a personal computer, fax machine, phone system, copier, engineers scale, architectural scale, and other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, and other system software utilized by the department.
- Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Requires a Bachelor's degree in Engineering or related field; six (6) years of progressive experience in project management, relevant environmental / public works operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

#### **Licenses or Certifications:**

- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

#### **Special Requirements:**

- Prefer **at least four (4)** of the following skills or qualifications:
  - Business performance analysis
  - Business case (i.e., decision support) evaluations
  - Life-cycle cost and return on investment analyses
  - Georgia Professional Engineer License
  - Project Management Certification by the Project Management Institute, or comparable organization
  - Construction Management Certification by the Project Management Institute, or comparable organization
  - Master's Degree
  - Lead author on a published paper in a professional journal

- Relevant technical analysis software and related database programs (e.g., GIS, simulation modeling, database, maintenance management)
- Hydraulic Modeling
- Water Treatment Certification

**Knowledge, Skills and Abilities:**

- Knowledge of study design and construction theories, principles, practices and materials; business optimization principles and practices; and project management principles and practices.
- Ability to read and interpret engineering/design plans and specifications, site plans, construction specifications, maps, and plats.
- Ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.
- Ability to compile, interpret, and integrate geospatial, time series, and financial data in complex decision-support analyses.
- Ability to develop and lead teams and work groups in the absence of supervision / subordinate relationships. Requires excellent written and verbal communication skills. Requires working effectively with individuals having different educational, cultural, and experience backgrounds.
- Ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.
- Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

**PHYSICAL DEMANDS**

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**WORK ENVIRONMENT**

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, temperature extremes, unsafe structures, heights, confined spaces, electric currents, bright/dim lights, or rude/irate customers.

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*