



# Lincoln Trail ADD

## Job Description

**Engineer Tech**

**Pay Grade 20**

STATUS	
<b>Date:</b> 1 January 2025	<b>Department:</b> Engineering
<b>FLSA Status:</b> Non-Exempt	<b>Reporting Authority:</b> Director of Engineering
<b>Supervisory Responsibility:</b> None	

### **Position Overview:**

Responsible for administrative and technical responsibility in assisting the director and department engineers with regional or state-wide engineering projects to include project management, pre-construction, construction, contract administration, contractor/vendor coordination and other related activities. Assists in schematic, design development and construction documents. Subject matter expert and administrator of the Small Municipal Separate Storm Sewer System (MS4) permit under the National Pollutant Discharge Elimination System (NPDES) for regional contracts. Consults with state and local government representatives, federal and state engineers and private contractors.

### **Duties & Responsibilities:**

- Assists in direction of activities and operations of the Engineering Department and its staff, contractors, partners and projects.
- Assist the Director as requested in programmatic and administrative functions.
- Attend various local, state and national meetings as warranted.
- When contractually obligated:
  - Assist in the reporting of the six minimum control measures for the Small Municipal Separate Storm Sewer Systems (SMS4) Kentucky Pollutant Discharge Elimination System (KPDES) General Permit.
  - Create reports and submit appropriate applications or other documentation as required by federal and state regulatory agencies to ensure the county's compliance with all minimum control measures (MCMs).
  - Perform erosion prevention and sediment control (EPSC) field inspections for compliance with approved development plans. Coordinate directly with developer/builder for correction of any violations.
  - Assist with plans for field review use and perform final field inspection of storm drainage/storm water management facilities and EPSC compliance prior to acceptance of roadways into County maintenance system, specifically for construction and long-term erosion maintenance.
- Establish and maintain positive and professional relationships with his/her peers in the various federal and state regulatory agencies.

- Assist in conducting inspections of work-in-progress ensuring projects are completed in compliance with applicable codes, regulations and standards.
- Conduct field data gathering for special projects such as traffic data, road conditions etc.
- Perform administrative duties including monthly reporting; correspondence preparation and response; and filing and organizing departmental documents as directed.
- Performs other duties as assigned.

**Education & Experience:**

- Required: Bachelor's degree in science/environmental related field and five (5) years of related experience.
- Preferred: Master's degree.

**General Qualifications:**

- Must possess excellent oral and written skills.
- Must be able to handle multiple projects and computer (ie: Word, Excel etc) programs simultaneously while maintaining accuracy and work consistency.
- Should be able to compile data, prepare reports, and possess resourcefulness and sound judgment.
- Ability to work with a variety of agencies and individuals projecting a positive image of LTADD.
- Willingness to be a team player, understanding of organizational structure and ability to work within the structure.
- Must possess understanding of governmental reporting requirements.
- Must possess a valid Kentucky Real ID Driver's License.
- LTADD is a drug free work place and an EOE, AA, ADA, Title VI employer. This position may require skills testing and criminal background screening.

**Work Site:**

General office setting and field/inspection environment; flexibility for travel and mobility to attend meetings is a must. Will require walking and operating a vehicle. This position may require attendance of after hour meetings and occasional overnight travel with limited notice.

**Workplace Hazards:**

No known hazards exist in the workplace; however, incumbent must be able to discern risk and threats in the field to avoid them or make required preparations. Must operate a staff vehicle and general office equipment in the course of daily duties.