

OTTAWA COUNTY

TITLE: STORMWATER TECHNICIAN
DEPARTMENT: WATER RESOURCES COMMR.
DATE: 9/20/2016

EMPLOYEE GROUP: UNCLASSIFIED
GRADE: U3
FLSA: EXEMPT

JOB SUMMARY:

Under general supervision of the Water Resources Commissioner, creates and maintains the drain layer data of the County Geographic Information System (GIS). Delineates drainage district boundaries for assessment purposes. Assists with the management of County drain projects, processes, and programs. Prepares reports and documentation for a variety of projects as assigned. Serves as a liaison between engineering consultants, municipalities, and GIS staff.

ESSENTIAL JOB FUNCTIONS: The essential functions of this position include, but are not limited to the following:

1. Provide technical support for the creation and analysis of ESRI spatial data layers related to the Water Resources Commissioner's Office.
2. Perform GIS drafting assignments to assist with the maintenance and operation of the County drain infrastructure.
3. Responsible for the maintenance of GIS drain layer data, ensuring adherence to data standards, procedures and quality control of data.
4. Produce maps and reports to assist in office projects and goals
5. Create, edit and update drain easement descriptions in GIS from data contained in drain files.
6. Determine/delineate drainage district boundaries based on existing contour data.
7. Prepare required reports and documentation for environmental quality, and regulation compliance and or permit applications.
8. Assist with duties related to the implementation of the County's Phase II NPDES Permit.
9. Review and respond to inquiries and complaints concerning County drain related issues from engineers, contractors, other agencies and the general public.
10. Serve as an owner's representative for assigned projects; participate in initial and procedural meetings.
11. Conduct research and performs analysis; prepares and presents reports on the status of projects.
12. Research and investigate special projects and issues, and presents options to the Water Resources Commissioner.
13. Identify grant funding opportunities and prepare grant applications for submission to state, federal and private funding sources.
14. Perform other functions as assigned.

REQUIRED KNOWLEDGE AND SKILLS:

1. Good working knowledge of GIS technologies; including analysis, scripting, data acquisition, and data conversion.

2. Good working knowledge of research methods and techniques related to collecting, analyzing, and evaluating geographic/land use related data.
3. Good working knowledge of quality assurance and quality control processes and protocols for spatial data and multi-layered spatial data structures.
4. Ability to read and interpret blueprints, engineering drawings, construction diagrams, topographical drawings, plat maps and related graphics & schematics and legal property descriptions.
5. Thorough working knowledge of surveying practices and principles.
6. Thorough working knowledge of current CAD drafting techniques and principles and multiple CAD platforms.
7. Thorough working knowledge of engineering/surveying mathematics as applied to mapping and drafting, including terminology, symbols, and principles used in cadastral mapping.
8. Computer literacy, including good working knowledge of word processing, spreadsheet and database management applications software.
9. Excellent project planning and project management skills, including the ability to prioritize the workload and maintain project schedules.
10. Excellent written, verbal and interpersonal communication skills. Ability to interact positively and professionally with staff, consultants, contractors and department clients from widely diverse backgrounds.
11. Ability to work independently with limited supervision.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

Bachelor's degree from an accredited institution in geography, civil engineering or closely related field, combined with one year of progressively responsible experience in the use of ESRI-based software and support for GIS systems; or an equivalent combination of education and experience.

LICENSES AND CERTIFICATIONS:

1. GIS Certification.
2. ArcGIS Desktop Certification preferred.
3. ESRI certification preferred.
4. Valid Michigan Driver's License.

PHYSICAL REQUIREMENTS:

Must be able to perform essential job functions with or without reasonable accommodations, including, but not limited to, visual and/or audiological appliances and devices to increase mobility.

WORKING CONDITIONS:

Work is generally performed in a normal office environment. Site surveying and other assignments may involve exposure to inclement weather, extremes of temperature and possible contaminants, as well as the necessity of traversing wooded, hilly or otherwise difficult terrain to identify and inspect drain related infrastructure.