



CLASS SPECIFICATION FOR:

Drainage Construction and Maintenance Specialist

General Statement of Duties:

Prepares plans and estimates for drainage system construction and maintenance projects to ensure the completion of drainage projects and maintenance in compliance with all plan and contract specifications as well as applicable local, state and federal regulations; reviews; evaluates and proposes solutions for drainage issues; prepares work orders to resolve drainage issues; does related work as required.

Distinguishing Features of Class:

Incumbent is responsible for researching and resolving complex drainage issues; preparing plans for County drainage construction and maintenance projects; and preparing work orders to address drainage and road problems. Serves as subject matter expert providing technical assistance on drainage projects and issues for County agencies and staff, residents, developers, contractors and other stakeholders involved in the drainage issues and projects. Requires the ability to investigate, monitor and inspect complex drainage related issues and projects of varying size, scope and impact and work with diverse array of internal and external stakeholders to resolve issues and complete projects according to specifications and within approved budgets. Work is performed under the general supervision.

Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Prepares plans and costs estimates for various County drainage construction and maintenance projects;
- Reviews and evaluates driveway construction plans, makes comments and recommendations as needed to ensure proper pipe size and drainage;
- Processes pipe purchases from Henrico County by citizens for existing driveway replacement and/or full ditch enclosures;
- Performs field inspections of drainage, storm sewers and roads, existing and under construction, to determine the level of maintenance and/or repairs required to ensure proper drainage;
- Prepares work orders for County staff and/or contractors to address maintenance and/or repairs issues;
- Researches court and real estate records to identify stakeholders in drainage issues;
- Provides technical assistance and policy interpretation on drainage projects and related issues for County agencies and staff, residents, developers, contractors and other stakeholders involved in drainages issues and activities;
- Engages in a wide variety of interactions and meetings with the public, County staff, regulatory agencies, developers, contractors, engineers and other stakeholders regarding drainage related problems, concerns and activities;
- Identifies and negotiates appropriate and cost-effective resolutions for complex drainage issues with citizens, developers, contractors and other stakeholders;
- Creates and maintains electronic records of complaints and issues, daily crew reports, leaf pickup and snow routes, and generates related reports;
- Handles special projects as assigned;
- Maintains current knowledge of industry best practices, methods, techniques, equipment, etc.;
- Attends all scheduled meetings and required training and maintains all required certifications;
- Serves on various committees and serves as liaison between the community and the County as assigned;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Considerable technical knowledge of drainage and heavy construction methods and techniques of construction and maintenance of roads, drainage and other relevant projects; considerable knowledge drainage, storm water management, and erosion control principles and practices, as applied to the construction of roads and other County infrastructure projects; considerable knowledge of common methods and equipment used in drainage management and construction, engineering and of inspection methods used in reviewing such work; considerable working knowledge of the principles and practices, including related complex calculations and formulas, of civil engineering; considerable knowledge in drainage planning and management related to heavy construction used in roadways and the safety of the traveling public; ability to create and review complex construction documents, designs and proposals for



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Required Knowledge, Skills and Abilities continued:

costs, design requirements and compatibility (compliance) with County standards, guides and applicable state and federal requirements; ability to multitask and effectively manage competing priorities and make sound decisions; sound judgment with critical thinking and problem solving skills with the ability to cost effectively and appropriately resolve complex issues and ensure ongoing compliance with applicable local, state and federal regulations; ability to accurately and consistently interpret and apply complex regulations and policies; excellent negotiation skills; strong oral and written communication skills; ability to express ideas clearly and concisely, orally and in writing to diverse audiences of stakeholders including but not limited to County Officials, County employees at all levels, engineers, developers, contractors, landowners and citizens; ability to research, collect and maintain data, consider and weigh a variety of factors in making decisions or recommendations; ability to synthesize multiple types of complex data and produce easily understood reports and other materials; good knowledge of personal computers and /or automated systems with the ability to enter, maintain, retrieve, analyze and report technical data clearly and concisely and to use common office software and department specific software and systems to accurately compile and maintain Division specific data and provide detailed reports; physical condition that permits activities including but not limited to walking long distances, climbing, bending, driving and working under adverse temperatures and/or weather conditions as needed to perform assigned duties and access diverse environmental locations Countywide; personal accountability including teamwork and establishing and maintaining positive relationships with a diverse community of internal and external stakeholders, customers and colleagues; ability to work independently; excellent customer service skills; tact; and courtesy. Must be able to positively and appropriately represent the County. Requires ability to work a flexible schedule.

Minimum Education and Experience:

Education: Completion of high school supplemented with relevant college courses; may prefer an engineering degree from a college or university accredited by the Accreditation Board of Engineering and Technologies;

Experience: Four (4) years of relevant professional experience with construction projects;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Valid driver's license.