

City of Allentown  
Bureau of Stormwater  
641 S 10<sup>th</sup> Street  
Allentown PA 18103

Position: Engineering Project Manager / Environmental Engineer

### **GENERAL PURPOSE**

The Environmental Engineer undertakes watershed planning, project design and implementation of best management practices for water quality improvement and natural resource protection. This position provides municipal stormwater program management, inter-departmental coordination, MS4 Permit deliverables, review and oversight of water quality and erosion control related projects, consultant management, and general support to the City on all stormwater related issues. The Environmental Engineer may be assigned to support the City's Utility Engineer and Traffic Engineer on an as directed basis.

### **SUPERVISION RECEIVED**

Works under the supervision of the City Engineer.

Instruction may be received from the Chief Surveyor and Utility Engineer at the request of the City Engineer.

### **SUPERVISION EXERCISED**

May exercise supervision over Post Construction Inspectors

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- A. Performs review of engineering proposals submitted by other agencies or firms to determine the impact on the City's stormwater systems, and to ensure that proposed facilities will be built and maintained in conformance with the latest PADEP and City Ordinances and requirements for water quality and quantity mitigation. Review includes land developments, City infrastructure projects, building permits, etc. Evaluates studies, reports and comments concerning such plans; identifies required changes and prepares review responses to plans.
- B. Designs stormwater infrastructure to include Green Stormwater Infrastructure systems, and creates associated Operation and Maintenance and design plans.
- C. Conducts water quality credit calculations and prepares reports for MS4 NPDES permit requirements and submission to PaDEP.
- D. Meets with representatives from City and State agencies and private developers' engineering professionals.

- E. Investigates complaints about stormwater runoff, develops corrective recommendations for identified problems, and effectuates compliance with stormwater regulations.
- F. Manages stormwater BMP inspections program including operation and maintenance documentation, site visits and inspections in order to evaluate operational effectiveness and compliance with environmental regulations.
- G. Prepares, administers, evaluates, and monitors grants and professional service contracts or agreements. Coordinates and reviews the work of outside consultants and contractors; reviews and recommends payments and billing for contracted services related to assigned projects; negotiates prices and schedules, as necessary.
- H. Assists with preparation of annual stormwater budget and monitors and controls expenditures within the limits of authorized program funding.
- I. Represents the City in various stormwater advisory groups and committees.
- J. Interprets and applies provisions of storm water run-off, conservation regulations and other federal, state and local codes, laws, standards, policies and procedures.
- K. Works with private property owners, developers and contractors to design systems and methods to mitigate the effect of pollutants in order to accomplish goals of stormwater management compliance and to support the City's Credit and Incentive Program.
- L. Prepares visual presentations and reports.
- M. Updates City ordinances for compliance with changes of environmental regulations.
- N. Provides City Council and/or general public presentations.
- O. Provides project management to include obtainment of appropriate permits.
- P. Plans, organizes and coordinates the work of staff, contactors, etc.
- Q. Performs related duties as assigned.

## **MINIMUM QUALIFICATIONS**

Education and Experience:

- A. A Bachelor's degree from an accredited college or university with major course work in environmental engineering, environmental resource planning, or closely related field.
- B. Pennsylvania Registered Professional Engineers License desirable.
- C. Equivalent combination of related education and experience.
- D. Valid Pennsylvania driver's license

## **NECESSARY KNOWLEDGE, SKILLS and ABILITIES**

- A. Knowledge of the current engineering principles and practices applied in planning, designing, coordinating, and completing Public Works projects.
- B. Knowledge of and ability to interpret and apply federal, state and local regulations, particularly: 40 Code of Federal Regulations Part 122; Pennsylvania Clean Streams Law; Pennsylvania Code Chapter 102; Pennsylvania Code Chapter 93; surface water quality regulation; SWMP development; waste discharge; non-point pollution; and NPDES permits
- C. Experience with various hydraulic modeling methods.
- D. Ability to prepare, interpret and utilize engineering plans, maps, specifications and reports.
- E. Ability to establish and maintain effective working relationships with City employees, consultants, contractors, developers, other governmental agencies and the public.

## **TOOLS AND EQUIPMENT USED**

Requires intensive daily use of computer, calculator, printer, fax machine, telephone, as well as other office equipment as needed. Engineering and design software, AutoCAD, GIS.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is constantly required to sit and talk or hear. The employee is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, stoop or kneel, and maneuver stairs.

The employee must occasionally lift up to 25 pounds. Specific vision abilities required by this job include close vision (typically associated with the use of computers, reading letters, reviewing files, and reading reports); distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. Work is both in-doors and out-doors and may require working out-doors in inclement weather.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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