



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....:	Engineering Analyst
DEPARTMENT.....:	Public Works
DIVISION.....:	Pollution Control - Administration
CLASSIFICATION/GRADE.....:	Engineering Analyst/108
REVISED.....:	08/2019
REPORTS TO.....:	Pollution Control Administrator
REVIEWED.....:	08/2019
WAGES.....:	Non-Exempt (Hourly)

SUMMARY:

Under the direct supervision of the Pollution Control Administrator, Engineering Analyst provides technical support to all phases of wastewater collection operations, including but not limited to assisting in the design of system components, providing quality assurance of construction projects and review/comment of sewer construction plans for private and public projects.

BASIC FUNCTIONS:

1. Assists in management and supervision of all wastewater collection and treatment functions and personnel in accordance with approved policies and procedures.
2. Assists in the development of plans and procedures to ensure efficient collection system operation and recommends system improvement and additions.
3. Prepares Maintenance Contractor work orders and monetary estimates.
4. Reviews Maintenance Contractor invoices for accuracy and compliance with contract documents.
5. Collects data for analysis and correction of operational problems for division.
6. Develops specifications for major equipment and material purchases.
7. Conducts field surveys in conjunction with service requests, customer complaints, etc., and prepares reports.
8. Reviews sewer construction plans for private and parish projects to check compliance with applicable codes and provides comments.
9. Reviews video tapes for infrastructure deficiencies and anomalies.
10. Reviews plans of property redivisions and provides comments.
11. Reviews construction in progress of all system components.
12. Adheres to all safety rules and regulations.
13. Must be willing to work overtime, including nights, weekends and holidays, and in other areas of division, as needed.
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OTHER REQUIREMENTS:

1. Knowledge of wastewater collections and treatment operations.
2. Thorough knowledge of computerized drafting and/or mapping applications and computer software programs including GIS, Spreadsheet, Database and Word Processing.

3. Knowledge of land surveying.
4. Knowledge of records management.
5. Must demonstrate aptitude in math and scientific principles as they apply to all phases of environmental program technology.
6. Must possess good and written communication skills.
7. Must have ability to read and interpret written and oral instructions, maps, engineering plans and technical drawings.
8. Must possess valid Louisiana Driver's License.
9. Must have and maintain home telephone service for emergency call-out purposes.
10. Work indoors and outdoors with exposure to wastewater, inclement weather and other hazardous conditions.

EDUCATION/EXPERIENCE:

1. High School Graduate or equivalent (GED) with formal training in a technical environment.
2. Experience in Records Management and Land Surveying.
3. LA DHH-OPH Wastewater Collection IV certification required or ability to attain.