

# ENGINEERING ANALYST

Public Works | Pollution Control | Collections



## JOB RESPONSIBILITIES

The Terrebonne Parish Consolidated Government Engineering Analyst is responsible for providing technical support across all phases of wastewater collection operations.

### JOB OVERVIEW

#### PAY TYPE

Non-Exempt (Hourly)

#### SCHEDULE

Monday to Thursday

*Must be willing to work overtime including nights, weekends, and holidays, and in other areas of the division as needed.*

#### SHIFT

6:30 a.m. to 5 p.m.

#### LOCATION

Pollution Control Facility – St. Louis Canal Road

#### REPORTS TO

Sewerage Supervisor - Collections

#### PHYSICAL DEMANDS

Lift over 50 lbs. (heavy)

#### WORK ENVIRONMENT

Indoors and outdoors with exposure, to wastewater, inclement weather, and other hazardous conditions.

Frequent interactions with personnel, government official, and the public.

#### EMERGENCY EVENTS

Required to work during emergency events.

#### REQUIREMENTS

Valid Louisiana driver's license

In this role, the incumbent will be expected to assist in the design and development of system components, ensure quality assurance for construction projects, and review sewer construction plans for both public and private initiatives.

The Engineering Analyst works closely with various teams to optimize the wastewater collection system, ensure regulatory compliance, and identify areas for system improvement.

### JOB DUTIES

- Assist in managing the wastewater collection system and related personnel, ensuring compliance with policies and procedures.
- Support the development of operational plans and recommend system upgrades or expansions to enhance performance.
- Prepare work orders and cost estimates for maintenance contractors and review invoices for accuracy and compliance with contract terms.
- Collect operational data, analyze issues, and provide solutions to improve system function.
- Develop specifications for equipment and material procurement.
- Conduct field surveys for service requests, customer complaints, and infrastructure assessments, and prepare related reports.
- Review sewer construction plans for private and public projects to ensure adherence to applicable codes and provide feedback.
- Evaluate video footage of system infrastructure for defects or anomalies.
- Review and comment on property redivision plans.
- Monitor and report on the progress of system component construction.
- Perform any additional tasks as assigned by the supervisor.

## SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Ability to motivate and support team members while fostering a positive work environment.
- **Time Management:** Ability to manage multiple projects and tasks at once, balancing fieldwork, data analysis, and administrative duties.
- **Analytical Skills:** Capability to assess complex situations, consider alternatives, and make data-driven decisions to optimize operations.
- **Communication Skills:** Strong verbal communication skills for effectively interacting with contractors, supervisors, and other stakeholders, combined with excellent written communication skills to prepare clear, accurate, and accessible reports, and technical documents.
- **Organizational Skills:** Meticulous approach to reviewing construction plans, field data, and maintenance reports to avoid errors and ensure compliance with standards. Demonstrating strong organizational skills to meet deadlines, particularly when handling urgent or high-priority issues.
- **Technical Skills:** ability to read, interpret, and develop engineering plans, technical drawings, and schematics related to wastewater systems, combined with proficiency in drafting software, including CAD and GIS, to design, review, analyze, map, and manage system components and infrastructure for the wastewater collection network.
- **Qualifications:**
  - High school diploma or equivalent (GED) required with training in a technical environment.
  - Experience in Records Management preferred.
  - Ability to attain State Certification in Wastewater Collections/Treatment IV.

