

ENGINEERING ANALYST

Public Works | Pollution Control | Administration



SUMMARY

Provide technical support to all phases of Pollution Control operations, including assisting in the design of system components, providing quality assurance of construction projects, and reviewing/commenting on sewer construction plans for private and public projects.

JOB OVERVIEW

Starting Pay

\$18.03 - \$23.12 per hour

Schedule

Monday - 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. - 5 p.m.

LOCATION

Pollution Control Facility - St. Louis Canal Road

REPORTS TO

Pollution Control Administrator

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 members of the public

EMERGENCY EVENTS

Required to work during emergency events.



Questions? No problem! Email us at employment@tpcg.org.

ESSENTIAL FUNCTIONS

1. Assist in management and supervision of all wastewater collection and treatment functions.
2. Inspect/review sewer construction projects and/or in-progress developments to ensure Parish standards are met.
3. Assist with developing plans and procedures to ensure efficient wastewater system operations and recommend system improvements and additions.
4. Conduct field surveys in conjunction with service requests, customer complaints, etc. Prepare reports and collect data for analysis and correction of operational problems for division.
5. Review sewer construction plans for private and Parish projects to check compliance with applicable codes and provide comments. Review plans of property redivisions and provide comments.
6. Develop specifications for major equipment and material purchases and field reviews of construction activities as required by federal and state regulators.
7. Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS

1. Knowledge of wastewater collection and treatment operations.
2. Learn and practice applicable safety rules and regulations.
3. Thorough knowledge of computerized drafting and/or mapping applications and computer software programs, including AutoCAD, spreadsheets, databases, and word processing.
4. Knowledge of land surveying.
5. Knowledge of records management.
6. Aptitude in math and scientific principles as they apply to all phases of environmental program technology.
7. Ability to read and interpret written and oral instructions, maps, engineering plans, and technical drawings.
8. Effective written and oral communication skills.
9. Maintain personal phone service for emergency call-out purposes.

EDUCATION, EXPERIENCE, AND LICENSES

1. High school diploma or GED certificate required with formal training in a technical environment.
2. Experience in records management and land surveying preferred.
3. Must possess or be willing to obtain LA DHH-OPH Wastewater Collection IV certification.
4. Possess and maintain valid Louisiana driver's license.