

**To apply for this position visit www.galaxva.com for employment application.
Email completed application and resume' to Judy Bolt at jbolt@galaxva.com.**

The position is open until filled.

The City of Galax is an Equal Opportunity Employer

Engineer I – Civil / Environmental

General Definition of Work

FLSA Status - Exempt

Provide work related activities using engineering methods to meet compliance with regulatory requirements for City utilities and environmental programs. Duties will include, but are not limited to: assessment of City utilities and private development projects, coordination with regulatory agencies, construction plan review, preparation of permit applications, consultation and coordination of engineers, contractors, developers, citizens and stakeholders on environmental matters and City infrastructure; Preparation of report documents for distributing environmental program and City infrastructure information to City administration. Work is performed under the limited supervision of the City Engineer.

Essential Functions

Provide responsible management of the following City environmental programs (Programs); Wastewater Collection System Capacity Management, Operation and Maintenance (CMOM) Program, the Erosion and Sediment Control (ESC) Program, and Storm Water Management (SWMP) Program.

Provide assessment, inspection, permitting, reporting and other activities to develop regulatory compliance strategies for the City public utilities including the water distribution system, sanitary sewer collection system and storm water collection system.

Provide consultation and coordination with regulatory agencies, engineering consultants, developers, contractors, citizens and other stakeholders on City utilities and land development matters.

Maintain documentation record of the environmental Programs operation and permit application process; provide City coordination with various state and federal agencies; provide assistance with agency negotiations.

Develop narrative reports, charts, tables and other documents in a clear and concise manner for disseminating Program information to City administration.

Provide data base maintenance for City environmental Programs to meet requirements of information documentation. Provide data base integration with the City Geographical Information System.

Provide collection and evaluation of environmental data on water pollutants from surface water, streams and City utility systems by applying biological, agricultural, meteorological and engineering methods.

Provide operation and maintenance of inspection equipment and other test instrumentation; maintain equipment supply inventories; evaluate new equipment and investigation techniques.

Provide planning, organization and supervision of field investigations on the City water distribution system and sanitary sewer collection system and storm water collection system; coordinate with affected City departments; assemble field crews and provide management of all investigation activities.

Review construction plan submittals on private developments and City utility projects for compliance with environmental Programs, City Code and State regulations.

Maintain records and documentation for the City water distribution system and sanitary sewer collection system and storm water collection system; track progress of repair and maintenance projects; assess site situations for land development.

Assists with utility system updates on the City Geographic Information System; develop and provide new data based on field surveys, construction plans or other documents; ensures GIS maps and plans are accurate, complete and current.

Provide technical guidance and information to City Administration regarding environmental, health, and safety practices and procedures at public works infrastructure and facilities.

Performs other duties as assigned or directed by the City Engineer.

Knowledge, Skills and Abilities

Advanced knowledge of compliance and permitting of City, State and Federal environmental regulations including, but not limited to, the Environmental Protection Agency (EPA), Department of Environmental Quality (DEQ), United States Army Corps of Engineers (USACE), Virginia Marine Resources Commission (VMRC), Virginia Department of Game and Inland Fisheries (VDGIF).

General knowledge of construction practices, techniques, materials and equipment relating to public works and utilities; general knowledge of engineering plans, specifications and drawings.

Ability to operate surveying instruments and produce point locations, northing, easting, elevation and survey description in general format.

Ability to establish and maintain effective working relationships with government officials, contractors, property owners and the general public resulting in satisfactory compliance with specifications and standards.

Knowledge of environmental, safety, and health policies and procedures to be followed by personnel in compliance with local, state, and federal OSHA rules and regulations.

Knowledge of Waterworks Regulations, Sewer Collection and Treatment Regulations, Erosion & Sediment Control Regulations, Storm Water Management Regulations, general water quality and hazardous waste regulations.

Ability to prepare clear and concise reports, procedures, correspondence and other written materials.

Education and Experience

A combination of education and experience equivalent to a Bachelor of Science degree in Civil / Environmental Engineering or related field plus one year experience is preferred. The ability to operate Computer Aided Design drafting software is desired.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires using hands to finger, handle or feel and pushing or pulling, frequently requires sitting, speaking or hearing, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms and lifting and occasionally requires standing, walking, tasting or smelling and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision;

vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to vibration and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Possession of an appropriate driver's license valid in the Commonwealth of Virginia

Possession of or ability to obtain Virginia Engineer-in-Training license within one year.

Possess ability to obtain Virginia Professional Engineering license

Possess ability to obtain Erosion and Sedimentation Control Program plan reviewer, inspector and administrator certifications.

Possess ability to obtain Storm Water Management Program plan reviewer, inspector and administrator certifications.