

Job Description

Job Title: Water & Wastewater Engineer **Prepared By: David Gertsch**
Classification: Part-time **Prepared Date: May 25, 2015**
Department: Planning **Approved By: Human Resources**
Reports To: Planning Director **Approved Date: 2/5/2016**
Location: 1002 South 3rd St. **FLSA Status: Non-Exempt**

Job Summary: This position is responsible for reviewing small wastewater system applications and inspecting the installation of small wastewater systems. This position ensures applicants are aware of and follow all County regulations pertinent to the installation and use of small wastewater systems.

Essential Duties and Responsibilities:

- Reviews small wastewater system applications.
- Answers questions and provides guidance to applicants regarding the application process and proper installation of small wastewater systems.
- Works with Wyoming Department of Environmental quality when necessary.
- Ensures County wastewater regulations meet State minimum requirements by keeping informed of occasional changes to State rules and updating County regulations.
- Informs applicants of requirements of the Aquifer Protection Overlay Zone, the 201 Intergovernmental Agreement on Wastewater Facilities, and any other regulatory requirements and enforces compliance of these requirements.
- Ensures installers and pumpers are qualified for licensing in the County.
- Reviews flood plain permit applications and provides guidance to applicants building in the flood plain.

Qualifications/ Requirements:

- Any combination of education and experience that provides the required knowledge, skills, and abilities that would qualify a person for this job include, but are not limited to, the following:
 - Two years of experience installing small wastewater facilities or working as a plumber.
 - A bachelors or associates degree in civil engineering, geology, or a closely related field.
- Good written and verbal communication skills.
- Good customer service skills.
- High school diploma required.