



DEPARTMENT: Development Management/Engineering and Resource Protection Division

NATURE OF WORK:

Performs a variety of administrative and technical duties in support of the Engineering and Resource Protection Division. Assists customers both in person and on the telephone; maintains complex and varied records, both manual and automated; and prepares a variety of correspondence, minutes, and reports. Monitors programs that are critical for the daily operation of the Division. Serves as the back-up to the *Senior Engineering Assistant*.

Work involves the exercise of initiative, sound judgment, and discretion in the performance of duties. Duties are performed under the general direction of the Director of the Engineering and Resource Protection Division.

ESSENTIAL FUNCTIONS OF THE JOB:

Assists the public both in person and over the telephone. Answers a wide variety of questions regarding the Division's programs including erosion and sediment control, Chesapeake Bay, wetlands, land distributing permit process, inspections, etc., or refers the questions to the appropriate person.

Assists customers in filling out applications for land disturbing permits and various other documents such as subdivision, siltation, and restoration agreements; reviews applications for accuracy and completeness.

Reviews all submitted agreements, permits, and sureties prior to forwarding to the County Attorney's office for final legal review and approval.

Performs complex mathematical calculations to determine proper amounts to be collected for various fees, and collects and forwards to the Treasurer's Office.

Processes land disturbing permits, agreements, and sureties by assigning and entering information into a data base.

Assists with maintaining procedural guidelines for collection of fees and permit application submittals, as well as managing, collecting, and tracking sureties for all divisions under Development Management.

Accesses and maintains complex databases for multiple office projects requiring tracking and analyzing of data such as Chesapeake Bay Act Violations, CBA Exceptions, Septic System Pump-Out, Drainage Improvement Program, Land Disturbing Permit and Single Family Inspections, and Erosion and Sediment Control Violations.

Assists with the issuance of land disturbing and clearing permits.

Assists with managing the Septic System Pump-Out Program and acts as liaison with the Health Department.

Monitors and processes wetland permit applications; composes newspaper notices of both Wetlands and Chesapeake Bay Board meetings; composes adjacent property owner letters; takes and transcribes minutes and prepares agendas.

Coordinates with other County divisions to determine all their issues have been addressed prior to release of land disturbing permits.

Coordinates with the Planning Division to verify that all fees collected and legal review completed prior to authorizing new subdivisions going to Record at the Clerk of Courts Office.

Prepares all correspondence for Land Disturbing permits and Certificate to Construct permit renewals.

Assists with the preparation and mailing of correspondence to affected property owners to inform them of the presence of perennial water bodies and Resource Protection Areas on their property when perennial determinations are made.

Reviews submitted streetlight plans for consistency with the approved construction plans and coordinates with Virginia Power to ensure proper placement of lights prior to sending to Director.

Develops and maintains a positive relationship with executives in professional agencies to include bank officials, attorneys, developers, and bonding agencies relating to the collection of sureties, as well as with professional agencies to include developers, engineering firms and contractors relating to land disturbing permits.

Uses PC in daily operations utilizing spreadsheet, word processing, data base, and other software applications.

Oversees office supplies/materials inventory.

Prepares, calculates, and is responsible for proper account codes on all purchase requisitions, travel requests, and requests for payments, as well as ensure funding available in appropriate account codes.

Performs research of records to answer complex inquiries and to resolve customer problems and complaints; personally handles difficult customers, complaints and situations.

Prepares weekly, monthly and annual reports; performs analysis of data and coordinates with appropriate County staff as appropriate.

Acts as liaison with the County Attorney, Treasurer, Assistant Treasurer, and Accounting Office in all matters concerning cash surety (escrow account).

Receives and distributes mail; schedules appointments and meetings for Division staff; makes travel arrangements when needed.

Performs work safely in accordance with departmental safety procedures and the County Safety Program; operates equipment safely and reports any unsafe work condition or practice to supervisor.

Analyzes existing procedures and initiates new ideas and methods of completing tasks.

Prioritizes and establishes own daily work schedule, with awareness on multiple deadlines.

Performs duties of the Senior Engineering Assistant in the incumbent's absence or when needed.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed in an office setting. Operates office equipment to include telephone, fax machine, computer keyboard, calculator, copy machine, and two-way radio.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of standard office practices and procedures, equipment, and its application to the area of assignment.

Thorough knowledge of telephone and customer service etiquette.

Thorough knowledge of County and department policies, procedures, rules and regulations.

Thorough knowledge of department operations and organization.

Knowledge of data processing applications; strong personal computer skills.

Ability to read, comprehend, and interpret maps, site plans, and blueprints.

Ability to manage several projects simultaneously.

Ability to work effectively under pressure and maintain schedules and meet deadlines.

Ability to work independently and make independent decisions in accordance with established procedures and policies.

Ability to attend to detail, and establish and maintain complex manual and automated records.

Ability to operate office equipment and microcomputers as required to accomplish project.

Ability to identify problems and issues and to respond accordingly within defined areas of responsibility and authority.

Ability to establish and maintain effective working relationships with outside executives in professional agencies, County personnel, and the general public.

Ability to prioritize, organize, and perform work independently.

Ability to compose and prepare correspondence.

Ability to deal with the public in a courteous and effective manner.

Ability to make accurate mathematical computations.

Ability to understand and carry out complex oral and written instructions.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent; and considerable office experience which shall have included interaction with the public, data entry, and automated record keeping preferably in the public sector; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.

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Date: May 2005

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Engineering Assistant Classification 771
Department Development Management Division Engineering and Resource Protection

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to reason and make judgments.
- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answering telephone, radio, or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with others _____
- Not essential to job function

2. Hearing/Listening:

- Ability to distinguish between different tones
- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function
- 3. Reading:** (ability to read and understand text)
 - Essential to job function
 - Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided
by a calculator, adding machine or measurement device
- Not essential to job function

IV. Special Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: _____

VI. Physical Demands:

1. Strength: The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

	Ability to manipulate materials and/or equipment (lbs)						Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift			✓					✓	
Push/Pull			✓					✓	
Hold/Carry			✓					✓	

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. Climbing: To move up or mount by using the hands or feet.

Ladders

Stairways

Steps

- | | | |
|---|---|---|
| <input type="checkbox"/> Step stool | <input type="checkbox"/> 1 flight | <input type="checkbox"/> 1-2 |
| <input type="checkbox"/> 8' to 10' step ladder | <input type="checkbox"/> 2 flights | <input type="checkbox"/> 2-3 |
| <input type="checkbox"/> Extension ladder | <input type="checkbox"/> 3 or more flights | <input type="checkbox"/> 3-4 |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |
| <input checked="" type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function |

3. Ability to Stand, Sit, Walk, and Run:

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand			✓					✓	
Sit			✓					✓	
Walk			✓					✓	
Run	✓						✓		

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)
- Not essential to job function

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) _____			