

**STATE OF MINNESOTA  
BOARD OF WATER AND SOIL RESOURCES**

**POSITION DESCRIPTION: Part A**

<b>Classification Title</b> Engineering Aide, Senior	<b>Working Title (if different)</b> Wetlands Engineering Aide	<b>Position Control Number</b>
<b>Bargaining Unit</b> MGEC	<b>Section</b> Technical Services	<b>Office/District</b> St. Paul
<b>Employee's Name (Print)</b>		<b>Supervisor's Name (Print)</b> Tom Wenzel
<b>Reports To (Classification Title(s))</b> Administrative/Principal Engineer		<b>Prepared By</b> Tom Wenzel, Senior Water Resources Engineer
<b>Employee's Signature</b>	<b>Date</b>	<b>Supervisor's Signature</b> <b>Date</b>
<i>(Position description accurately reflects current job)</i>		

**POSITION PURPOSE**

The position exists to perform engineering technician work for investigation, design, and construction oversight of conservation practices for soil erosion control, water quality protection and fish and wildlife habitat restoration with an emphasis on restoration of drained and degraded wetlands and shallow lakes.

The incumbent serves as an engineering aide providing technical assistance to a wide range of civil and agricultural engineering projects, all under the direction of a professional engineer or lead senior/principal engineering technician, as assigned.

The position purpose includes development and coordination of effective engineering technician assistance, in partnership with Soil and Water Conservation Districts (SWCDs), other local, state, and federal governmental units, and project partners.

**REPORTABILITY**

Reports Directly to: TBD  
 Reports Indirectly to: Other Section Engineers and Senior Engineering Technicians  
 Supervises: No supervisory responsibilities

**DIMENSIONS**

Budget: None  
 Clientele: *Primary:* SWCDs, project partners and participating landowners.  
*Secondary:* Other BWSR staff, other state/federal agencies, and conservation organizations.

## POSITION DESCRIPTION: Part B

### PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS

#### 1. Perform and/or assist with performing investigations of assigned projects, research of available project information, and development of project concept plans.

Priority: A	Percent of Time: 40%	Discretion: B
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##### Tasks:

- a) Provide effective technical assistance in the review of potential and/or new project applications/proposals.
- b) Perform research of available information including files, records, maps, aerial photographs, property boundaries, watershed boundaries, soils information, drainage system information, etc.
- c) Provide effective assistance in determining specific project needs through preparation of preliminary concept plans that are accurate, comprehensive, and well organized using agency standards for appearance and content.
- d) Assist with site investigations of new projects. Data collection will be accomplished using Global Positioning System (GPS), total station or other applicable survey equipment. Use a tile probe, Back Saver soil sampler, or soil boring equipment, and/or direct subsurface tile investigations and soil sampling via test excavations.
- e) Operate all-terrain vehicles (ATVs) to assist with data collection efforts.
- f) Maintain survey and other field equipment needed for technical investigations.
- g) Ensure that detailed and accurate field notes and photos are kept and associated engineering project files are accurate, complete and well organized.
- h) Prepare or assist with preparing concept plans and associated correspondence to help determine program compliance, determine project feasibility, and define project opportunities and constraints.

#### 2. Prepare and/or assist with preparing accurate, clear, comprehensive, and well organized feasibility studies, preliminary designs, and design reports.

Priority: A	Percent of Time: 10%	Discretion: B
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##### Tasks:

- a) Reduce, plot, and interpret field data to prepare accurate and well laid out site maps.
- b) Conduct basic engineering calculations, evaluations and studies for feasibility determinations and preliminary designs.
- c) Operate personal computers and designated software for basic engineering analyses, quantity calculations, cost estimates, CAD design/drawings and report development. Includes word processors, spreadsheets, various engineering programs, and GIS systems.
- d) Assist with the development of preliminary engineering plans and reports that are appropriate for the project scope and include relevant background data, drawings, photos, analysis, discussions and recommendations.
- e) Maintain good communications with section staff and clientele when working on assigned projects. Includes identifying project needs ensuring that all identified project constraints are clearly understood and addressed.
- f) Assist project engineer or lead technician with identifying and communicating project alternatives, conducting necessary project meetings and attending necessary public meetings/hearings.
- g) Maintain current, accurate and orderly project files.
- h) Regularly communicates with supervising engineer or lead technician to check in and relay status of assigned work.

**3. Assist with the preparation of designs, construction plans, specifications, and associated project construction documents.**

<b>Priority: A</b>	<b>Percent of Time: 30%</b>	<b>Discretion: B</b>
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**Tasks:**

- a) Assist with developing project designs that conform to accepted engineering standards and agency/program policies. When necessary, arrange for and/or attend meetings, conference calls, or other types of communications with section staff, agency staff, other governmental agencies, partners, landowners, etc. to achieve necessary design information, input, review, and approvals.
- b) Use sound engineering principles and methods of analysis in preparing final project designs, plans, specifications, cost estimates, bid schedules and other applicable construction documents.
- c) Both manual and computer-aided-design methods, including AutoCAD and other software, are utilized, as appropriate.
- d) Construction plans, specifications and bid documents are to be complete, accurate, easily read, checked for spelling and grammar, and well organized.
- e) Coordinate regularly with other project team members and supervising engineer when developing final project design and construction documents. Ensure necessary reviews and approvals are completed and completion schedules met.

**4. Provide necessary inspection, supervision and management of assigned construction projects.**

<b>Priority: A</b>	<b>Percent of Time: 15%</b>	<b>Discretion: A</b>
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**Tasks:**

- a) When requested, arrange for and/or attend pre-bid and/or pre-construction and other related meetings to prepare for construction. Meeting summaries, reports, and other written correspondence are prepared in a neat, professional manner and appropriately disseminated.
- b) Assist with appropriate construction staking and layout of assigned projects.
- c) Perform necessary and appropriate construction supervision and inspection of assigned projects. Ensure work is efficiently and effectively performed in accordance with project plans/specifications.
- d) In consultation with the designer of record, appropriately address and manage necessary design or specification modifications. Assist with negotiating and prepare necessary change orders and other contract modifications.
- e) Assist with performing final review of completed projects. Includes accurately measuring and/or reviewing quantities, completing records, reports, and preparing as-builts for project close-out and final certification.
- f) Assist in reviewing project invoices and payment requests ensuring they are accurate and in accordance with the project bid and program policies and procedures.

**5. Provide assistance and technical support to Section and other agency staff to help maintain agency/unit operations and perform other related duties as assigned.**

<b>Priority: B</b>	<b>Percent of Time: 5%</b>	<b>Discretion: B</b>
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**Tasks:**

- a) Assist in the development, documentation and integration of standardized operational procedures for surveying, CADD and other related operations.
- b) Assist in developing and providing technical materials, assistance, and training to BWSR staff and clientele.
- c) Help maintain engineering support operations and provide recommendations to keep them current.
- d) Assist with sorting, scanning, data entry, and archiving of engineering project files.
- e) Assist with addressing data/information requests from partners and others.

**6. Performs work in a safe and responsible manner and is accountable for acting in accordance with established safety procedures protecting themselves from injury and associated work equipment from damage.**

<b>Priority: A</b>	<b>Percent of Time: *</b>	<b>Discretion: A</b>
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\* No separate percentage of time is shown for this responsibility since safety must be part of all tasks performed.

**Tasks:**

- a) Acts and performs work in a safe and responsible manner.
- b) Is accountable for safety performance in accordance with established safety procedures.
- c) Attends all required safety meetings and training.
- d) Uses and follows available safety resource and information.
- e) Uses Personal Protective Equipment (PPE) and follows all policies regarding PPE.
- f) Practices Hazard, Injury and Incident Prevention and Reporting.

**Summary of Responsibility Priority, Percent of Time and Discretion**

<b>Responsibility</b>	<b>Priority</b>	<b>Percent of Time</b>	<b>Discretion</b>
1.	A	40%	B
2.	A	10%	B
3.	A	30%	B
4.	A	15%	B
5.	B	5%	B
6.	A	*	A

\* No separate percentage of time is shown for this responsibility since safety must be part of all tasks performed.

**Definitions:**

**Priority A:** Results are essential and must be accomplished.

**Priority B:** Results are important and should be accomplished, but not at the expense of A priorities.

**Discretion Level A:** Employee investigates situation, makes decisions, and takes appropriate actions and reports by exception through normal communication and review processes.

**Discretion Level B:** Employee investigates situation, makes decisions or recommendations and confers with supervisor before, or immediately after, action is taken, depending on time sensitivity of action.

## **POSITION DESCRIPTION: Part C**

### **RELATIONSHIPS**

The incumbent serves as an Engineering Aide working under the direction and supervision of a licensed Engineer or Senior level Engineering Specialist. The incumbent is responsible to assist with the planning, design, implementation, and management of a variety of statewide conservation projects with the primary focus being wetland restorations on private land completed in partnership with local units of government.

The incumbent must have the ability to interact and maintain good working relationships with agency staff, its clientele and with construction contractors. The incumbent must regularly coordinate with his/her Engineering Supervisor and other project team members to ensure effective and efficient technical assistance is provided for investigation, design and construction of assigned projects. The position requires the use of limited independent judgment and acceptance of responsibility in performing technical tasks, both in the office and in the field. Their supervisor regularly directs and reviews the incumbent's work for procedural and technical accuracy, as appropriate.

### **KNOWLEDGE, SKILLS AND ABILITIES**

This position requires knowledge as a civil or agricultural engineering technician involved in the development and implementation of construction projects.

This position requires some level of education, training and/or experience in site investigation, design, layout and construction of soil and water conservation practices. A fundamental understanding of current civil engineering principals, practices, design methods, construction materials and practices is necessary. Also required is the ability to perform moderate level mathematical and geometric calculations; interpret and reduce survey data; interpret maps and aerial photographs; develop construction plans, specifications and cost estimates; perform construction staking; oversee construction work; conduct as-built surveys, and prepare as-built drawings.

The position requires basic level of training and experience with computer aided drafting and design coursework with a preference of AutoCAD Civil 3D or similar software. Training and/or experience using computer software and hardware for hydrology and hydraulic analysis is desirable.

The incumbent must have the ability to perform necessary field work on rough terrain, steep slopes, and in adverse weather conditions. The incumbent must be able to operate all field equipment including pickup trucks, all-terrain vehicles (ATVs/UTV's), survey equipment, and both mechanical and manually operated equipment for performing geotechnical investigations. Some travel across a broad geographic area should be expected and possession of a valid state of Minnesota Driver's License will be required. The incumbent is expected to work in wet and humid conditions and be able to lift and/or move heavy objects and equipment. The incumbent must have adequate vision levels to successfully perform expected duties including the ability to see close, far, colors, peripherally, to adjust/focus and to have depth perception.

The incumbent must be able to communicate with clarity and authority, have a good understanding of general technical and program subject matter, and be able to translate that information to affected parties possessing varying amounts of knowledge and expertise.

The incumbent must also be able to communicate in a professional environment that requires good oral and written communication ability. This includes being able to effectively communicate with their supervisor, section staff, agency staff, and all external partners and clientele. Communication occurs orally and in writing through various formats, formal and informal meetings, scheduled contacts, public meetings, e-mail and formal written correspondence.

The incumbent must be able to interact positively with landowners, agency clientele, and other individuals involved in completing work assignments. He/she must also be able to supervise and inspect basic level construction projects, verify compliance with construction plans and specifications, and prepare field

reports. Incumbent must also have the ability to be assertive with clientele and contractors, as appropriate, to assure program compliance and construction quality.

The incumbent must be able to provide positive leadership to staff, local government, state and federal partners and conservation program's clientele to meet project goals and objectives. The incumbent must also be able to professionally represent BWSR at public and private meetings, convey information accurately, simulate feedback and discussion, and confirm decisions made.

### **PROBLEM SOLVING**

The incumbent must be able to evaluate technical problems and develop recommendations or solutions in cooperation with the project engineer and in accordance with applicable policies and procedures. The incumbent will be challenged to develop solutions that are practical, cost effective and enduring. This will require risk assessment and development of recommendations or solutions that balance resource protection, cost and clientele acceptance. The incumbent will be responsible to report all major problems to their supervising engineer and to suggest possible solutions to these problems. Timely and clear communication, including pertinent questions and information sharing, are expected to be critical for effective problem solving. Working with involved landowners, clientele, and other interested parties can require effective listening, constructive solutions and compromise.

The incumbent will also be challenged to help provide and coordinate assistance to resolve problems encountered during project development and implementation. This will involve development of strong working relationships with team members having different areas of expertise, as well as a good working knowledge of applicable BWSR program policies, procedures, roles and responsibilities.

### **FREEDOM TO ACT**

Within established policy guidelines, this position has some independence and freedom to act in areas related fulfillment of job responsibilities. Decisions can be made so far as they do not run contrary to established policy guidelines, in which case he/she shall defer judgment until direction is received from his/her Supervisor.