

POSITION DESCRIPTION

Water Quality Specialist/Geographic Information System (GIS) Technician

Department:	Public Works
Division:	Engineering
Grade:	15
Bargaining Unit:	Austin Employees Association
FLSA Status:	Non-Exempt
Reports To:	Assistant City Engineer; Public Works Director
Date:	October 2026

General Purpose

Under limited supervision, this position is responsible for developing, updating, maintaining, analyzing and reporting of geographic and related information. This position performs duties associated with the City Storm Water Management Plan, Storm Water Pollution Prevention Plan (MS4 Permit) and any other water quality related studies and plans. This position also performs inspection, review and enforcement of water quality standards.

Complexity

The overall complexity of this position is moderately high. While performing the normal duties of this job, processes, procedures or software vary from one assignment to the next. Assignments are still related in function and objective.

Responsibility

Supervision

Limited supervision is provided while performing the normal duties of this job.

This position exhibits no supervisory responsibilities.

Impact

While performing the normal duties of this job, this position's work product or services affect the accuracy, reliability or acceptability of further processes or services.

Job Duties or Essential Functions

The essential functions of the position include, but are not limited to the following:

- Develops and implements the City's MS4 permit, including ordinance development and enforcement of illegal dumping and discharges, construction site storm water controls, storm water public education programs and good housekeeping procedures.
- Implements and updates the City Storm Water Management Plan.
- Evaluates, plans and accommodates the construction, operation and maintenance work for storm water facilities.

- Inspects grading, storm water ponds and sewers, erosion control measures, and any related construction project; and ensures projects are in compliance with applicable regulations, laws, ordinances, policies and specifications.
- Checks drainage and flow calculations; and reviews plans for grading, storm water ponds and sewers, erosion control measures and any related construction projects for compliance.
- Performs construction site inspections, including resident drainage issues and general rainfall runoff.
- Responsible for all storm water regulations and the City's compliance of the NPDES Phase 2 Storm water General Permit.
- Assists with information requests and the release of information; maintains logs and records; and conducts file inventories. Responds to inquiries from contractors, developers, property owners, staff and the general public.
- Provides general assistance to private landowners with repairs to storm water conveyance.
- Completes all necessary permitting, monitoring and testing of storm water runoff as required by the City of Austin Industrial SWPPP sites.
- Responds to spills and illicit discharge calls and coordinates necessary cleanout procedures.
- Collaborates with outside agencies on water quality requirements.
- Develops, prepares and implements public education programs related to storm water quality; including presentation materials and brochures.
- Responsible for development, operation and maintenance of the GIS system for the City's infrastructure, including storm water, sanitary sewer, streetlights, streets and trails.
- Creates and updates GIS files and management records.
- Creates and updates existing maps and GIS and/or CAD data relative to current, proposed and historic projects.
- Conducts research to resolve conflicting information to ensure the accuracy of data.
- Supports other departments, as necessary, with GIS information and associated information.
- Performs other duties as assigned.

This position may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to perform the duties. While data are being accessed, this position should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, this position must properly store the not public data.

Minimum Qualifications

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience and training required.

Education

Associate's Degree or equivalent training at a technical or vocational school with a focus in geographic information systems, geography, computer science, environmental studies, resource management, storm water management or related field.

Experience

Two (2) years of experience in geographic information systems, storm water management, or related field; or equivalent combination of education, training and experience.

Trainings, Certificates and Licenses

- Driver's License

Following certifications, or ability to obtain, within one (1) year of employment:

- Design of Construction Stormwater Pollution Prevention Plans Certification
- Construction Site Management Certification
- Other department licensures and/or certifications as may be required, when deemed necessary

Desired Qualifications

The requirements listed below are representative of the formal education, experience and training preferred in order to exceptionally perform all the functions of this position.

Education

Associate's Degree or equivalent training at a technical or vocational school with a focus in geographic information systems, geography, computer science, environmental studies, resource management, storm water management or related field.

Experience

Four (4) years of experience in geographic information systems, storm water management, or related field; or equivalent combination of education, training and experience.

Trainings, Certificates and Licenses

- Driver's License

Following certifications, or ability to obtain, within one (1) year of employment:

- Design of Construction Stormwater Pollution Prevention Plans Certification
- Construction Site Management Certification
- Erosion Sediment Control Specialist Certification
- Construction Inspector/Installer Certification
- Other department licensures and/or certifications as may be required, when deemed necessary

Required Physical Abilities and Work Conditions

The physical demands and work conditions described here are representative of those that must be met by an individual to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hazards

While performing the duties of this job, this position may occasionally climb, balance, bend/stoop, kneel, crouch, squat, reach above shoulder level, stand, walk, talk, hear and drive; frequently sit, and finger/enter data/keystroke.

While performing the duties of this job, this position will use close, far, depth perception, visual acuteness, color and peripheral vision.

While performing the duties of this job, this position will use their right and left hand for simple handling or grasping.

While performing the duties of this job, this position will use their right foot for repetitive movements.

Surroundings

While performing the duties of this job, this position will experience exposure to inside and outside environmental conditions and extreme heat.

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves its right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.