

STORMWATER COORDINATOR

General Statement of Duties

Performs professional technical work ensuring departmental state and federal regulatory compliance in relation to stormwater management, the City's Municipal Separate Storm Sewer System (MS4) program, and the federally mandated National Pollutant Discharge Elimination System (NPDES) permit.

Distinguishing Features of the Class

An employee in this class ensures compliance with public works regulations and ordinances, monitors and ensures project completions, monitors streams, inspects public infrastructure, construction erosion control measures, issues and tracks violation notices, and meets with citizens regarding concerns. Work involves providing education and technical assistance to internal and external clients; completing state and federal reports; managing contracts; participating in the budget process; and responding to public inquiries and complaints, investigating, and enforcing City stormwater ordinances. Supervises stormwater personnel. The employee is subject to working in inside and outside environments, extreme temperatures, wet conditions, and hazards in the work including exposures to loud noises, vibrations, proximity to moving mechanical parts, chemicals, and oils. Work is performed under general supervision.

Duties and Responsibilities

Essential Duties and Tasks

- Enforces City Stormwater Management Ordinances and City departmental policies, procedures, and ordinances; interprets local, state, and federal rules, regulations, and laws; recommends and prepares revisions to local rules and ordinances.
- Develops and administers the stormwater capital improvement project program and department budget.
- Approves program, inventory, and material purchases.
- Supervises stormwater staff; motivates, coaches, and reviews staff performance; ensures proper training and certification of assigned personnel; recommends and participates in disciplinary actions; conducts the hiring process; ensures proper safety training and precautions.
- Plans, coordinates, and implements stormwater public education to increase citizen awareness of the significance of their behavior and that their actions can either pollute or protect our waterways.
- Visits schools and facilitates public education programs and events.
- Creates social media campaigns.
- Trains municipal staff who may come in contact with or observe illicit discharges or connections.
- Responds to citizen concerns and complaints; investigates and resolves problem.
- Issues and tracks violation notices and compliance letters.
- Enters, tracks, and updates work orders.
- Walks stream and creek lines and walks in streams and creeks; monitors pH levels, iron, and flow and gathering samples for stormwater compliance.
- Prepares, maintains, and submits multiple reports for State agencies, local officials, and community organizations; tracks and records environmental efforts.
- Monitors state and federal stormwater legislation and develops programs to comply with requirements.
- Ensures the MS4 stormwater mapping system is regularly updated.

- Represents the City and attends a variety of community and regional partnership, engineering, contractor, and administrative meetings.
- Drives city vehicle.

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Additional Duties

Performs special projects and related tasks as assigned.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Considerable knowledge of current practices, trends, methods and procedures for stormwater system maintenance, education, and mitigation approaches.
- Considerable knowledge of stormwater local, state, and federal regulations.
- Knowledge of City and department policies and procedures.
- Knowledge of the application of information technology to the work including mapping techniques, processes, and procedures including GIS and spreadsheet programs and their use.
- Knowledge of and ability to correctly calculate mathematics.
- Skill in the use of computers, software, and other techniques related to maintaining records, writing reports and correspondence, and doing numerical tracking.
- Skill in organizing information, reports, projects, and groups of people.
- Skill in presenting information to a diverse audience.
- Skill in collaborative conflict resolution, teamwork, and customer service excellence.
- Ability to plan and organize work for efficient processing, to set and follow effective work priorities, and meet deadlines.
- Ability to interpret and apply a variety of laws, ordinances and regulations and work to obtain best management practices.
- Ability to read, prepare, and interpret plans and specifications.
- Ability to prepare technical reports.
- Ability to communicate ideas effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with officials, regulatory agency representatives, contractors, associates, and the general public.

Physical Requirements

- Must be able to physically perform basic life operations of sitting, walking, standing, climbing, pushing, pulling, lifting, fingering, talking, hearing, and repetitive motions.
- Must be able to perform medium work exerting 50 - 100 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Must have visual acuity to perform inspections involving small defects and/or small parts, operating motor vehicles or equipment and observing general surroundings and activities visual inspections involving small objects, use measuring devices, use computer terminals, and prepare and analyze data and figures.

Desirable Education and Experience

Requires associate's degree with course work engineering, construction management, or a related field and some related experience and knowledge in general engineering, general construction, environmental & water quality, and/or project management; or an equivalent combination of education and experience. Prefer a bachelor's degree and some experience with ARC GIS and a CAD system software.

Special Requirement

- Possession of a valid North Carolina driver's license.
- Stormwater Control Measures Inspection & Maintenance Certification within one year of employment.

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Special Note: This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Description Questionnaire (PDQ). The City reserves the right to assign or otherwise modify the duties assigned to this classification.