

STORMWATER COORDINATOR

PURPOSE OF JOB

The purpose of this position is to direct stormwater compliance efforts, including preparation of the annual report. Reviews development plans for sites, subdivisions and City projects for compliance with applicable stormwater regulations. Assess the impact of non-profit source pollution caused by storm water runoff. Works with developers, consultants and contractors to mitigate the effect of pollutants. Work performed in specialized functions associated with enforcing city codes and ordinances pertaining to stormwater.

EQUIPMENT/JOB LOCATION

- The employee will operate a variety of equipment including telephone, mobile phone, tablet, computer, and City vehicles.
- The employee will work both indoors and outdoors with the possibility of being exposed to adverse weather conditions.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- AS degree plus 3 years experience in environmental science related field
OR
- BS Degree in environmental science field (preferred)
- Ability to obtain Level I EPSC Certification through TDEC within 1 year of employment
- Ability to obtain Level II within 2 years of employment
- Possess a valid operator's license

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Develops and maintains the storm water management program in compliance with the City's Phase 2, MS4 permit requirements
- Recommends changes in existing stormwater and property maintenance regulations to improve administration and compliance with the regulations
- Assists Community Development, Public Works, Water & Wastewater and others in reviewing development plans for sites, subdivisions, and city projects for compliance with regulations.
- Works with developers and contractors to design and implement systems and methods to mitigate the effect of water pollution and accomplish the goals of the Stormwater management and other conservation programs
- Maintains the city's GIS system ensuring updates are made timely
- Communicates via telephone and email; provides information; takes and relays messages; responds to requests for service or assistance
- Communicates with supervisor, employees, other departments, city council members, board members, attorneys, property owners, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems
- Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate
- Performs other duties as required

REQUIRED KNOWLEDGE AND ABILITIES

- Operational characteristics, services and activities of Stormwater enforcement program
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs
- Advanced principles, practices and techniques of Stormwater, erosion control and TDEC and EPA stormwater management regulations
- Principles of supervision, training and performance evaluation
- Pertinent federal, state, and local laws, codes and regulations as applied to Stormwater
- Modern office procedures, practices, methods and equipment including computers
- TDEC permitting requirements: NPDES and SWPPP
- Developing budgets and financial reports
- Analyzing construction plans and topographical maps with the ability to identify geotechnical and hydrological features
- Knowledge of Municipal Codes and procedures in obtaining citations and presenting cases for trial
- Knowledge of Microsoft Word and Excel
- Ability to use all available sources of information to gather data
- Ability to recognize problems, initiate action, and explain same to property owners who are highly emotional
- Ability to communicate clearly and effectively oral and written
- Ability to keep detailed records and reports
- Ability to work with strict deadlines
- Ability to use independent judgment and work with little direct supervision when necessary
- Ability to comprehend, interpret, and apply regulations, procedures, and related information
- Ability to establish and maintain an effective working relationship with the public and other employees

(ADA) MINIMUM QUALIFICATIONS OR STANDARD REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of machines, tools and equipment which includes a computer, printer, facsimile machine, copy machine, calculator, telephone, etc. Physical demand requirements are at levels of those for (mostly) moderate work.. Must be able to exert up to forty pounds of force occasionally, and/or up to twenty pounds frequently.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes giving assignments and/or directions to co-workers.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to this job. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech.

Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand basic to complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to this job.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to use mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and use statistical inference.

FORM / SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency related to this job.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking – expressing or exchanging ideas by means of spoken words). (Hearing – perceiving nature of sounds by ear).

Note: The City of McMinnville is an Equal Opportunity Employer. In compliance with the American with Disabilities Act (ADA), the City may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. This job description does not constitute an employment agreement between the City of McMinnville and the employee and is subject to change by the employer as the needs of the City and requirements of the job change.