

# JOB DESCRIPTION



## JOB IDENTIFICATION

<i>Job Title:</i>	Stormwater and Erosion Control Coordinator	<i>Pay Grade:</i>	EAP-9
<i>Department:</i>	Engineering/Public Works	<i>FLSA Status:</i>	Non-Exempt
<i>Location:</i>	Engineering/IT Building	<i>Reports to Position:</i>	City Engineer
<i>Effective Date:</i>	October 1, 2017		

## JOB SUMMARY

Plan, organize, and manage activities required by the National Pollutant Discharge Elimination System (NPDES) relating to the City's Phase II Municipal Separate Storm Sewer System (MS4) Permit. Under general supervision, this position will implement and oversee the City's Storm Sewer Management Program Plan (SWMPP) and Illicit Discharge Detection and Elimination (IDDE) Ordinance for both City operations and private developments.

## ESSENTIAL JOB DUTIES/RESPONSIBILITIES

The following duties are normal for this position. The omission of specific statement of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned and expected aside from those set forth below to address operational needs and changing operational practices.

- Perform site inspections and monitoring of construction sites to ensure that BMPS are in place and functioning to prevent the runoff of sediment or storm sewer into the city's storm sewer system, waters of the state, or other water bodies and adjacent properties
- Monitor exit pads to prevent tracking onto city streets
- Work with developers and contractors when necessary regarding any of the above described issues
- Investigate and report all suspected or actual illicit discharges or connections

- Locate, catalog and update the city's storm sewer outfalls
- Responds to citizen inquiries or complaints regarding storm sewer, erosion or illicit discharge issue
- Record all rainfall
- Inspection of detention ponds to include informing owners regarding deficiencies and upkeep or repairs needed
- Update the City's Storm Sewer Management Plan (SWMPP) as needed
- Report to the Alabama Department of Environmental Management (ADEM) as needed including renewal of MS4 permit
- Maintain the City's good housekeeping practices and conduct scheduled employee training
- Prepare reports, notices and letters for non-compliance
- Maintain and update the City's storm sewer website as needed to educate the public
- Create, maintain and keep updated records and files both electronically and hard copied of all components and aspects of this job
- Supervise an Engineering Tech II

## **QUALIFICATIONS**

### **Education and Experience Guidelines**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities required for this position would be:

#### **Education/Training**

Bachelor's degree in an environmental science related field and two years of applicable field experience

#### **Experience**

Five years as storm sewer and erosion control supervisor or technician having been employed with an engineering firm, environmental company or government entity

### **Licenses or Certifications Required**

Possession of a valid driver's license from state of residence, Qualified Credentialed Inspector, Alabama Water Watch Monitoring Certification

The following generally describes the knowledge and abilities required in order to successfully perform the assigned duties of the position:

#### **Knowledge of:**

- NPDES, ADEM rules and regulations
- City's Phase II MS 4 Permitting, SWMPP and IDDE within reasonable time of incumbency in this position
- Federal, state and local laws, rules and regulations related to storm sewer management
- Principles, practices, planning and implementation of Best Management Practices (BMPs)
- Basic design and function of storm sewer infrastructure
- Basic computer skills to include Word, Excel, PowerPoint

#### **Ability to:**

- Interpret grading and drainage plans
- Maintain detailed and accurate records and notes
- Develop a respectable work related relationship with contractors, developers, the general public and coworkers
- Work after hours and weekends as requested/scheduled

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with the Americans with Disabilities Act, the City encourages both prospective and current employees to discuss potential accommodations needed to perform the essential duties of this position.

**Environment:** Time spent will be split between a standard office setting as well as outdoor field work, travel to out of town training events, conferences and meetings may also be required

**Physical Demands:** See accompanying page for details

**Key Working Relationship:** City Engineer, Assistant Director of Engineering, crews of Public Works and Utilities, Developers, Contractors, Business Owners, Citizens

# APPROVAL/ACKNOWLEDGEMENT

\_\_\_\_\_  
Department Head

City Engineer/Dir of PW  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Director

HR Director  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager

City Manager  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Incumbent Employee Printed Name and Signature

\_\_\_\_\_  
Date

# PHYSICAL REQUIREMENTS – STORMWATER AND EROSION CONTROL COORDINATOR

Rare 0%-10% of the time	Occasional 11%-33% of the time	Frequent 34%-66% of the time	Continuous 67%-100% of the time
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LIFT/CARRY				
1-10 lbs		X		
11-20 lbs		X		
21-50 lbs	X			
51-75 lbs	X			
76-100 lbs	X			

EQUIPMENT USE & OPERATION				
Motor Vehicle			X	
Heavy Equipment (Backhoe, dump truck)	X			
Large Apparatus (Fire Truck, Street Sweeper)	X			
Small Equipment (Mower)	X			
Handheld tool/equipment (tamps, weed eaters, shovel)		X		

PUSH/PULL				
1-10 lbs		X		
11-20 lbs		X		
21-50 lbs	X			
51-75 lbs	X			
76-100 lbs	X			

WORK WITH/NEAR				
Machinery			X	
Electricity	X			
Power Tools		X		
Impact Tools		X		
Chemicals	X			
Fumes	X			
Heights	X			

MOVEMENT				
Bend/Stoop/ Twist		X		
Crouch/ Squat		X		
Kneel/Crawl		X		
Reach Above Shoulders	X			
Reach Below Shoulders	X			
Repetitive Arm Use	X			
Repetitive Wrist Use	X			
<b>Repetitive Hand Use</b>				
a) grasping	X			
b) squeezing	X			
Climb Stairs/Ladder	X			
Uneven Walking Surface			X	
Even Walking Surface			X	

ENVIRONMENT				
Indoors			X	
Outdoors			X	
Extreme Heat			X	
Extreme Cold			X	
Dusty			X	
Excessive Noise			X	
Other (explain)	X			

ENDURANCE		
Task	Hours at One Time	Total Hours in an 8 Hour Day
Sit	2	4
Stand	2	4
Walk	4	6

HEARING/VISION/DEXTERITY			
	N/A	AVERAGE	LOW
Hearing Acuity		X	
Visual Acuity		X	
Manual dexterity		X	

Additional Considerations (including clarification of any of the above)