



JOB DESCRIPTION

TITLE: Storm Water Specialist
DEPARTMENT: Public Works – Engineering Division
GRADE: 14
FLSA: Non-Exempt
EEO DESIGNATION: Para-Professional
REVISION DATE: 5/23/2018

POSITION SUMMARY

Under the direction of the Public Works Director, and in cooperation with the City’s Engineering Division and other City departments, the Storm Water Specialist will develop, implement, manage, and enforce the Storm Water Management Plan and maintain compliance with the Environmental Protection Agency’s (EPA) MS4 Permit.

ESSENTIAL FUNCTIONS

- Develop, implement, manage, review, and update the Storm Water Management Program
- Responsible for evaluating compliance in shared facilities and general work areas including equipment wash areas, salt and material storage stockpile areas, storm drain system maintenance, and general BMP maintenance.
- Develop, implement, and manage the Public Education and Outreach Program.
- Develop, implement, and manage the Public Involvement/Participation Program.
- Develop, implement, manage, and enforce the Illicit Discharge Detection and Elimination Program.
- Develop, implement, manage, and enforce the Construction Site Storm Water Runoff Control Program.
- Develop, implement, manage, and enforce the Long-Term Storm Water Management in New Development and Redevelopment (Post Construction Storm Water Management) Program; including an existing retrofitting program.
- Develop, implement, and manage an operations and maintenance program for City owned or operated facilities, operations and structural storm water controls that includes standard operating procedures (SOPs) and a training component that have the ultimate goal of preventing pollutant runoff from all City –owned or operated facilities and operations.
- Assists in the management and evaluation of the Storm Water Utility Fee.
- Responsible for the installation and operation of field monitoring and testing equipment.



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- Maintains positive relationships with industry and citizenry; responds to complaints and requests for information by phone, letter or personal contact.
- Prepares memos, letters and reports pertaining to all complaints, inspections and lab analysis.
- Collaborates with City departments and other agencies on issues regarding pollution complaints and enforcement.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

The Storm Water Specialist position requires graduation from High School or completion of GED or equivalent. Must have at least one year of experience with implementing various requirements of the MS4 permit, experience reading and interpreting construction site plans, environmental and water quality applications. Must have experience with Storm Water Pollution Prevention Plan creation or review, and general municipal operations, maintenance, and construction of storm water and drainage systems with exposure to management or supervisory experience, or any equivalent combination of education and experience. Applicant must possess and obtain a valid Utah driver's license.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to professionally furnish and obtain information to/from other departments, agencies, co-workers and other personnel.
- Ability to contact departments, agencies, contractors and developers.
- Ability to use tact and good judgment to avoid friction.
- Knowledge of Environmental Protection Agency (EPA) regulations and permit processes related to development and storm water.
- Ability to deal well with upset and irate people; regular and frequent contact with persons of influence and status, requiring tact and judgment to deal with and influence people.
- Regular use of telephone, copy machine, fax machine, computer, calculator, City vehicle, metal detector, utility line detector, level, canal gate operators, and other miscellaneous equipment.
- Coordinate and direct a variety of major construction and maintenance programs related to City utility projects.
- Communicate effectively verbally and in writing.
- Ability to prioritize tasks.
- Ability to establish effective working relationships with employees and the public.
- Requires the exercise of independent judgment and discretion with minimal supervision.



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WORKING CONDITIONS AND PHYSICAL DEMANDS:

This position requires light physical effort but may require continuous physical effort in performing duties such as walking, standing, lifting, climbing stairs, stooping, bending, twisting and other movements required in an office and in-the-field environment. May be required to lift up to 50 lbs on an occasional basis. Ability to sit and type at a computer terminal for extended periods of time also required. This position requires driving a City vehicle. This position has exposure to stressful situations as a result of human behavior. Position will typically be assigned to work from 8 a.m. to 5 p.m. Slight alterations in work schedule may be authorized by supervisor to address City needs.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.