

Job Description

STORMWATER COORDINATOR

DEFINITION

This position is responsible for providing leadership and technical guidance for implementation of the Stormwater Program to maintain compliance with the Town of Arlington MS4 Permit, Ordinances and State and Federal Laws; the Employee must perform difficult professional and technical duties in administration of the stormwater management program; performs inspections and quality assurance for commercial and residential development; enforce management best practices, maintain records, prepare and review comprehensive and investigative reports and violation histories, prepare Annual Report to State of Tennessee, develop and manage Public Education and Outreach Programs; and perform other related work as required.

SUPERVISION

This position is under the direct supervision of the Public Works Director, works closely with the Town Engineer, Town Planner, and other departments.

ESSENTIAL FUNCTIONS OF THE JOB

(The following duties are not intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

- Develop, implement and present public education and public participation programs relative to stormwater quality and conduct training programs for Town employees;
- Initiates, plans, coordinates, monitors, and enforces programs which accomplish compliance with Storm water regulations associated with all new construction and re-development projects; coordinates response, reporting, enforcement and clean-up activities for all Town facilities with appropriate departments and other local, state and/or federal agencies to achieve compliance with applicable laws and regulations;
- Conduct construction site inspections to ensure compliance with the Town of Arlington MS4 Stormwater Program, state and federal laws pertaining to stormwater runoff throughout the period of construction; inspect erosion control measures; keep a daily record of inspections and directions given to the contractors regarding best management practices; issue any violation notices necessary; provide for public safety;
- Answer technical questions and provide information to the public and other agencies; Investigate complaints about stormwater runoff, develop corrective recommendations and notify supervisor of potential legal actions needed to effect compliance with established management standards;
- Assist with review of proposed development plans and stormwater calculations for compliance; Review plans for impact of stormwater runoff from highways, parking lots, and other impervious surfaces; attend and participate in preconstruction meetings with staff, engineers, contractors, developers, and other organizations;
- Represent the Town with the Tennessee Stormwater Association (TNSA); communicate with other departments and agencies including Tennessee Department of Environment and Conservation (TDEC), and the EPA concerning local efforts to comply with state and federal clean water laws;
- Oversee inspection and enforcement of all MS4 Storm Water regulations, such as: Town outfalls and facilities, storm drains, erosion control, runoff, and detention; assist the Tennessee Department of Environmental Conservation (TDEC) to address storm water issues and regulations governing storm water discharge into various waters of the State of Tennessee;
- Maintain field records including daily/Bi-weekly reports, pictures, and memos; prepare various inspection reports, maintain all department files, and write correspondence as required;
- Conducts research of department files, court/legal records, database records, hardcopy materials, internet sites, or other sources as needed;
- Prepare Annual Stormwater Report to TDEC, implement any new provisions of state or federal law, and recommend changes to the Town of Arlington MS4 Stormwater Ordinance;
- Perform or coordinate monitoring and stream assessments in accordance with the MS4 permit requirements;
- Perform regulatory research, site visits, soil and water sampling and evaluation of pollutants, write applicable reports and maintain GIS mapping drainage system, etc.;
- Assist Department Head in development of an annual budget and long-range stormwater capital improvement plan;

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of methods and techniques of construction inspections; soil stabilization; equipment and supplies used for soil erosion and sediment control, street and stormwater infrastructure construction and maintenance; storm drain construction and testing functions;
- Knowledge of construction principals, practices, and terminology;
- Knowledge of applicable laws, regulations, codes, ordinances, and policies governing storm water, and property conditions, state and federal environmental and stormwater rules and regulations;
- Ability to perform basic mathematical computations rapidly and accurately;
- Ability to enforce necessary regulations with firmness and tact;
- Ability to understand and enforce NPDES requirements;
- Ability to communicate clearly and concisely, both orally and in writing; ability to speak in public and present public education programs;
- Ability to establish and maintain effective working relationships;
- Ability to respond to and inspect disturbed sites prior to, during and after heavy rain events including after normal business hours;
- Ability to interpret and apply laws, regulations, codes ordinances and policies governing MS4 Municipalities;
- Ability to read and interpret plans and specifications, and stormwater reports and calculations;
- Ability to operate personal computer including software applications such as Microsoft Word, Excel, Power Point, Outlook, and GIS.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment characteristics described are representative of those an employee encounters while performing the essential functions. Reasonable accommodations may be made to enable those with disabilities to perform the essential functions.

- Work is performed in the office and in field settings. Considerable outdoor work is required in the inspection of various developments, construction sites, or public works facilities. The employee occasionally is exposed to wet and/or humid conditions, fumes, airborne particles, toxic or caustic chemicals, risk of electrical shock and vibrations.
- While performing the duties of the job, the employee is regularly required to stand, sit, walk, talk or hear; use hand to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl.
- Employee may be exposed to adverse environmental conditions, such as dirt, pollen, odors, chlorine gas, methane gas, wetness, humidity, rain, temperature and noise extremes, fumes, hazardous materials, machinery, vibrations, electric currents, traffic hazards, bright/dim light, toxic agents, disease, or pathogenic substances.
- Some tasks require the ability to perceive and discriminate colors or shades of color, sounds, depth, texture and visual cues or signals. The noise level can be moderate to loud.
- Normal work responsibilities not only require a sighted individual (vision corrected to 20/20) for computer usage and visual inspections of storm water systems or construction activities, but also requires an individual with normal hearing (hearing corrected to normal ranges) for direct and telephone contact with contractors, developers, employees, and the public.
- The typical work schedule is Monday through Friday from 7:00 a.m. to 3:30 p.m. Employee may be required to work after normal business hours including nights and weekends as work load and/or emergency situations arise. This employee may also be subject to regular rotation for afterhours on call duty.

QUALIFICATIONS

- Requires an Associate's Degree with major course work in an Environmental Studies area including biology, storm water pollution, stream assessments, horticulture, natural sciences, resource management, forestry, wildlife management, or a related field; supplemented by five years' experience and/or training in construction, storm water management, drainage, roadway construction, or erosion control; or and equivalent combination of education, training and experience which produces the requisite knowledge, skills and abilities for this job.
- Must have a TDEC Erosion Prevention and Sediment Control Certification, Level I or equivalent certification, or be able to obtain with the 90-day probationary period. Storm Water Level II preferred but not required.
- Must possess and maintain a valid Tennessee driver's license;
- Will be required to pass a drug screen and physical examination given by a licensed physician designated by the Town of Arlington