

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title Storm Water Technician
Sch & Grade PAT-7
Class Code CD20
FLSA Status Non-Exempt
Bargain Unit Elig. AFSCME
Occupational Group Code enforcement and Inspection

PRIMARY PURPOSE:

To perform storm water monitoring, sample collection, investigations, calculations, analyses, system inventory, data entry and management, production, graphic, administrative, and various support duties for the City of Springfield's Storm Water Management Program.

SUPERVISION:

Under supervision of Storm Water Engineer as assigned.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Conducts storm water quality monitoring and analyses using electronic field equipment and monitoring kits in accordance with established procedures.
2. Collects storm water quality samples and delivers to laboratory in accordance with established procedures.
3. Conducts storm water quantity monitoring and analysis using electronic and mechanical field equipment such as rainfall and flow gauges.
4. Records, manages, and analyzes storm water data.
5. Conducts field investigations to determine the nature and origin of storm water pollutants and the nature, degree and causes of flooding.
6. Effectively communicates orally and in writing with public regarding enforcement of City ordinances related to storm water pollution and prevention and activities related to flooding.
7. Conducts field inventory and inspection of the storm water drainage system.
8. Performs data entry and management of storm water data.
9. Organizes information into an annual report on storm water activities in accordance with established format in the NPDES City's Storm Water Discharge Permit.
10. Writes, designs & coordinates printing of education and informational materials and displays for the Storm Water Management Program including brochures, fliers, and invitations.
11. Operates word processing, spreadsheet, database, desktop publishing, GIS and Internet publishing software relating to data management and production and graphic design for the Storm Water Management Program.
12. Develops new programs and web sites including researching, outlining, writing, photographing, organizing, and publicizing.
13. Prepares and presents oral and written informational reports, as well as supplemental visual aids and handouts.
14. Coordinates the planning, production and execution of special events including creating special designs and coordinating registration and volunteer participation activities, as assigned.
15. Completes special projects that may involve analytical and mathematical data.
16. Travels to a variety of field locations.

IMPORTANT FUNCTIONS:

1. Maintains files and manuals containing permits, division programs and procedures and pertinent regulations.
2. Attends professional development seminars, training and conferences as required.
3. Performs a variety of clerical and office support functions as needed including the distribution of incoming and outgoing mail as well as filing.
4. Logs information requests.

Performs related duties as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Must possess general knowledge of storm water drainage systems, water quantity and quality data, Federal, State and Local laws relating to storm water, natural resources, electronic data management and organization, English usage such as correct grammar, organization, punctuation, and spelling; principles and procedures involved with electronic, Internet and print media, which includes Desktop and Internet publishing software; use of office software such as word processing, spreadsheets, databases; use of GIS software.

Abilities

Must be able to correctly conduct storm water monitoring, sampling and analysis; write and organize to produce accurate and useful reports from large amounts of information; produce electronic and print media; follow oral and written instructions; prepare and maintain accurate records; prepare and present oral and written reports; type accurately; effectively operate word processing, spreadsheet, database and desk top, GIS and Internet publishing software relating to data management and production and graphic design; think creatively and develop new or innovative designs and concepts; present an overall professional image; deal effectively and courteously with associates and the general public; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of a team in carrying out the stated mission and philosophy of the City, Public Works Department and the Storm Water Division; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Typically requires a Bachelors Degree from an accredited college or university with an emphasis in engineering, planning, environment or natural resources or related area of study plus one year of work related experience in an environmental or natural resources program. Any combination of work related experience and coursework equivalent to the above stated requirements is acceptable.

Physical Requirements

Perform bending, squatting, kneeling, and reaching to both ground level and overhead; operates electronic field equipment, production and graphic equipment; lifts and carries objects weighing up to 30 pounds such as water samples in ice chest, field equipment, display exhibits; pushes and pulls equipment up to 100 pounds. Must be able to produce and design using desktop and Internet publishing software. Subject to periods of prolonged sitting or standing. Must be able to enter and exit small, confined subsurface areas such as storm drainage system. Must be able to move through City buildings while speaking to tour groups.

Working Environment

Both indoors a general office environment and outdoors susceptible to extreme weather conditions.

Licensing/Certification

Must possess a valid Missouri Motor Vehicle Operator's License.

Miscellaneous Requirements

Some evening and weekend work is required. Must be able to provide transportation at any given time during assigned working hours. If driving a vehicle during the course of performing job duties, incumbent must have appropriate insurance for privately owned vehicle.

Last Revision:	February 21, 2012	GENERAL ORDINANCE NO. 5402
Comments:	Updated Abilities	Date: August 30, 2004

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ Dated: _____