

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Water Quality Coordinator</u>
Sch & Grade	<u>PAT-10</u>
Class Code	<u>BH07</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Code Enforcement & Inspection</u>

PRIMARY PURPOSE:

Developing and coordinating the City's efforts to improve the quality of water resources with a primary focus on compliance with the requirements of the City's National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) permit, as well as related goals, objectives, policies, and priorities for sustainable watershed management.

SUPERVISION:

Under the general supervision of the Principal Stormwater Engineer or other Professional Engineer as assigned. Supervises and leads staff in assigned program area as well as assigned administrative support staff.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Plans, coordinates, supervises and advocates for compliance with the City's MS4 permit.
2. Supervises assigned employees and coordination of the land disturbance program.
3. Develops and maintains a Storm Water Management Plan in compliance with the MS4 permit.
4. Researches and recommends policies and codes for MS4 permit compliance and sustainable watershed management.
5. Prepares and revises ordinances and design and construction standards for storm water best management practices.
6. Develops and implements green infrastructure projects, education programs, and other initiatives.
7. Submits recommendations for storm water related operating and capital items for purposes of budgeting and purchasing.
8. Coordinates grants related to storm water quality, including grant writing and management, and working with local watershed partners.
9. Participates on steering, technical, advisory, and planning committees for storm water and environmental projects and issues.
10. Conducts and oversees illicit discharge field investigations, industrial inspections, and enforcement actions in accordance with MS4 permit requirements and City ordinances.
11. Conducts and oversees water quality monitoring, including stream and storm water sample collection and delivery to a laboratory, use of field monitoring equipment, and rainfall and flow data collection.
12. Records, manages, and analyzes storm water data clearly and concisely.
13. Manages consultant contracts for water quality studies and projects.
14. Completes special research projects that may involve analytical and mathematical data.
15. Stays informed on federal, state, and local water quality regulations, attends regulatory meetings, and provides written and oral information to departmental staff regarding regulatory changes and implications.
16. Organizes water quality information and data into an annual report in accordance with MS4 permit requirements.
17. Maintains organized files and records for MS4 permit compliance and program administration.
18. Prepares and presents oral and written informational reports, as well as supplemental visual aids and handouts.
19. Effectively communicates orally and in writing with the public and with other departments, agencies, organizations and groups regarding water quality protection.
20. Writes, designs and coordinates printing of educational and informational materials, webpages, and displays about storm water for the purpose of public education and involvement.
21. Coordinates the planning, production and execution of special events including creating special publications and coordinating registration and volunteer participation activities, as assigned.
22. Attends workshops, conferences, and other training for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

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

Knowledge

Must possess extensive 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 and supervise storm water monitoring, sampling and analysis; write and organize to produce accurate and useful reports from large amounts of complex information; produce electronic and print media; provide and 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; lead and direct employees; present an overall professional image; deal effectively and courteously with associates and the general public; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the stated mission and philosophy of the City, Department of Public Works and the Stormwater Engineering Division; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

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

Physical Requirements

Must be able to make periodic on-site field inspections with regard to a wide variety of public works projects, operations, and facilities.

Working Environment

Will be in a general office environment and outdoors susceptible to extreme weather conditions. Will have exposure to environmental conditions and chemicals related to storm water sampling and testing.

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 22, 2012	GENERAL ORDINANCE NO. 5962
Comments:	Updated Abilities	Date: December 12, 2011

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: _____ **Date:** _____