

JOB DESCRIPTION CITY OF SPRINGFIELD

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Stormwater Specialist</u>
Sch & Grade	<u>PAT-9</u>
Class Code	<u>CD21</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>Union eligible</u>
Occupational Group	<u>Environmental Sciences</u>

PRIMARY PURPOSE:

Perform a broad scope of duties for the various components of the City's federally-mandated Municipal Separate Storm Sewer System (MS4) permit, including program planning, development, administration, plan review, inspection, enforcement, water quality monitoring, and education.

SUPERVISION:

Under supervision of the Water Quality Coordinator, or as assigned. May direct the work of subordinate investigators, technicians, and other stormwater field crews.

**DESCRIPTION OF
WORK: ESSENTIAL
FUNCTIONS:**

1. Enforces compliance of all aspects of the City's Land Disturbance Permit Program, including reviewing stormwater pollution prevention plans, issuing and terminating permits, conducting inspections and enforcement in accordance with established procedures, maintaining records, and facilitating training workshops and other education activities, including development of print materials and website content.
2. Provides oversight to Stormwater Technicians on plan review, inspection, and enforcement activities for the land disturbance program, industrial stormwater program, illicit discharge program, and post-construction stormwater inspection program.
3. Assists with and participates in the formation and updating of programs, policies, and procedures.
4. Identifies and recommends priorities for annual work plans for MS4 permit activities including the industrial stormwater inspection program and illicit discharge detection and elimination screening program.
5. Coordinates with other divisions and departments to address MS4 requirements for municipal operations and facilities.
6. Develops and provides training on various topics of compliance for technical audiences including engineers, contractors, industries, inspectors, and other divisions and departments.
7. Assists with coordinating response to emergency environmental situations resulting from spills or discharges to the MS4 or waterways.
8. Reads and interprets federal, state, and local laws, rules, and regulations. Assists with preparation of comments to regulatory agencies regarding land disturbance and industrial permits and regulations.
9. Conducts stormwater quality and quantity monitoring using field equipment such as pH meters, flow meters, rain gages, and field test kits and collects water quality samples and delivers to laboratory in accordance with established procedures. Provides direction and guidance to Stormwater Technicians on monitoring activities.
10. Records, computes, manages, and analyzes water quality data.
11. Conducts field investigations to determine the nature and origin of stormwater pollutants and the nature, degree and causes of flooding.
12. Conducts industry inspections and enforcement for compliance with City Code, including preparation of written inspection reports and Notices of Violations, regarding stormwater pollution.
13. Reads and understands stormwater construction plans and records comments within tracking database.
14. Conducts inspections of stormwater control measures during and after construction to determine compliance with design, construction, and maintenance requirements, and performs related duties including preparing written inspection reports and Notices of Violations, and maintaining database records.
15. Assists with the development and implementation of green infrastructure projects and other water quality initiatives.
16. Effectively communicates orally and in writing with the public regarding enforcement of City ordinances related to stormwater pollution prevention and activities related to flooding.
17. Assists with preparation of the MS4 annual report as assigned.
18. Writes, designs & coordinates educational and informational materials, displays, and webpages.
19. Operates word processing, spreadsheet, database, desktop publishing, GIS and Internet publishing software relating to data management and production and graphic design.
20. 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. Conducts and summarizes internet and literature research on stormwater-related topics.

Performs related duties as required.

QUALIFICATIONS REQUIRED:

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

Knowledge

Must possess specialized knowledge of stormwater drainage systems; water quantity and quality data; Federal, State and Local laws relating to stormwater, water quality, and 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 stormwater monitoring and field inspections; research assigned topics, complete basic computations, 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, 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; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Requires graduation from an accredited college or university with a Bachelor’s Degree in geography, biology, chemistry, environmental science or a closely related field of science plus three years of relevant work experience in water pollution inspection and enforcement. Experience in closely related disciplines may be substituted in lieu of specified experience on a 2 to 1 ratio based on length and equivalency of experience. A Masters Degree in a closely related field of science may be substituted for one year of work experience.

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. 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 in a general office environment and outdoors susceptible to extreme weather conditions, rough terrain, and a variety of safety hazards associated with conducting industrial and construction site inspections and water quality sampling.

Licensing/Certification

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

Miscellaneous Requirements

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

Last Revision:	GENERAL ORDINANCE NO. 6412
Comments: New Title	Date: December 11, 2017

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:** _____