

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Water Quality Compliance Officer</u>
Sch & Grade	<u>PAT-11</u>
Class Code	<u>BH08</u>
FLSA Status	<u>Exempt</u>

Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Environmental Science</u>

PRIMARY PURPOSE:

Serves as the Water Quality Compliance Officer for the Department of Environmental Services ensuring compliance with the requirements of the City's National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) permit. Serves as a subject matter expert on water quality issues where applicable. Supervises and administers the City's Land Disturbance Program, Illicit Discharge Detection and Elimination Program, Industrial Stormwater Inspection Program, and various water quality initiatives.

SUPERVISION:

Under the general supervision of the Assistant Director of Environmental Services 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, and supervises to ensure compliance with the City's MS4 permit.
2. Supervises and coordinates the work of employees assigned to the City's land disturbance program, IDDE program, Industrial Stormwater Inspection program, Stormwater Education Program, and overall MS4 permit compliance.
3. Administers the development of a Storm Water Management Plan in compliance with the MS4 permit.
4. Researches and recommends policies and codes for MS4 permit compliance and administers the enforcement of City Code.
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. Administers the collection of water quality monitoring data, including stream and storm water sample collection and delivery.
12. Records, manages, and analyzes storm water data clearly and concisely.
13. Initiates, develops, and manages consultant contracts for water quality studies and projects.
14. Completes special research projects that may involve analytical and mathematical data.
15. Develops a thorough understanding of federal, state, and local water quality regulations, attends regulatory meetings, and provides written and oral information to both internal staff and regulatory agencies regarding regulatory changes and implications.
16. Oversees the creation of 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. Supervises the creation of educational and informational materials, webpages, and displays about water quality for the purpose of public education. Supervises employees involved in water quality education.
21. Coordinates response with emergency response organizations when there is an illegal discharge into the City's MS4 system. Investigates illegal discharges and enforces City code where warranted.

IMPORTANT DUTIES:

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 urban storm water drainage systems; water quantity and quality data; Federal, State and Local laws relating to storm water and water quality; electronic data management and organization; English usage such as correct grammar, organization, punctuation, and spelling; use of office software such as word processing, spreadsheets, databases;

Abilities

Must be able to effectively utilize staff for the purpose of maintaining compliance with the City’s MS4 permit; 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; 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, and the Department of Environmental Services; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with a Bachelor’s Degree in Engineering, Environmental Science, Planning, or related area of study plus five years of progressively responsible experience in a stormwater, environmental, or natural resources program. Experience in a closely related discipline may be substituted in lieu of the education requirement on a year-for-year basis.

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:	GENERAL ORDINANCE NO. 6377
Comments: New position	Date: June 26, 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: _____
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