

STORMWATER & MS4 COORDINATOR

Nature of Work

This position is primarily responsible for coordinating, implementing, and enforcing all activities related to the Municipal Separate Stormwater Sewer System (MS4) permit. This individual develops and executes programs with considerable technical independence according to accepted principles and in conformance with the general policies as prescribed by the Regional Planning Commission and the City Commission.

General direction is received from the Building and Codes Director; however, the employee must exercise wide discretion and independent judgement.

Employee will operate computers, copiers, and other modern office equipment. The employee will also operate a light duty vehicle. Work will be performed both indoors and outdoors, and some tasks may be performed regardless of weather conditions when necessary. The employee will be exposed to dirt, dust, and loud noises.

Illustrative Examples of Work

- Inspect new construction to ensure proper installation of stormwater control measures (SCM's) as designed and submitted for new development.
- Inspect existing SCM's and require maintenance, as necessary. Properties with existing SCM's that are not under long-term maintenance agreements will be notified and required to implement these agreements.
- Annual inspections of all designated "Hotspot" locations will be conducted and documented.
- Attend meetings with the Planning Commission, Board of Commissioners and all other applicable meetings and professional associations.
- Review plans and specifications for MS4 permit compliance and recommend necessary changes.
- Make periodic on-site inspections as required by the MS4 permit. This applies to new and existing developments.
- Perform investigations as required by the MS4 permit and respond professionally to complaints regarding drainage issues and illicit discharges into stormwater conveyances.
- Document any violation of codes, regulations or permits, and take appropriate enforcement action.
- Prepare inspection reports noting conditions found, actions taken, recommendations given, and other information, as necessary.
- Primarily responsible for all correspondence relating to the enforcement of the current MS4 permit.
- Provide technical interpretations regarding stormwater facilities, BMPs, detention systems, and drainage features.
- Review submissions from engineers, architects, contractors, developers, and property owners to ensure compliance with the MS4 permit and issue directives for corrective action when warranted.

- Work closely with the Building and Codes Dept. and Community Development Director to resolve site plan issues.
- Prepare and recommend amendments and revisions to the Municipal Code relating to compliance with the MS4 permit.
- On occasion, give presentations on MS4 and related stormwater activities to civic, professional, and other organizations.
- Work closely with the Community Development Director to develop educational and marketing materials, as well as events pertaining to MS4 “Public Outreach” and “Public Education” minimum measures.
- Work closely with the Building and Codes Dept. and Community Development Director to ensure compliance with all regulations and codes.
- Establish and maintain an effective working relationship with other employees.
- Perform related work as assigned.
- Maintain accurate records, correspondence, files, and databases related to MS4 compliance and stormwater enforcement.
- Maintain and utilize GIS stormwater maps to plan routine maintenance and cleaning of storm drainage systems.
- Review and maintain the MS4 Utility fee monthly to ensure it is up to date.

Desirable Knowledge, Ability, Skill

- Knowledge and understanding of stormwater drainage related to both water quality and quantity.
- Thorough knowledge of current stormwater regulations as prescribed in the Municipal Code, Ordinances, state statutes and the rules and regulations pursuant thereto.
- Knowledgeable of the legal aspects and procedures involved in the enforcement of code violations related to the MS4 permit.
- Ability to establish and maintain cooperative and professional relationships with contractors, the general public, public officials, and all other clients while still enforcing applicable regulations with firmness and tact.
- Ability to apply the principles and practices of the organization, personnel, and fiscal management of the operation of a municipal department.
- Ability to speak and communicate effectively in public.
- Ability to utilize the latest available technology in an efficient manner.
- Ability to manage correspondence and other administrative details.

Essential Job Requirements

General Physical Requirements:

- Light work: Exerting up to 50 pounds of force occasionally and/or negligible amount of force constantly to move objects.

Physical Activities:

- Kneeling, Crouching, Crawling, Reaching, Standing, Walking, Lifting, Grasping, Feeling, Talking, Hearing, and Repetitive Motions.

Visual Acuity:

- The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; expansive reading.
- The worker is required to have visual acuity to determine the accuracy, neatness, thoroughness of work assigned, or to make general observations of facilities or structures.
- The worker is required to have visual acuity to operate motor vehicles and a valid driver's license.

Working Conditions:

- The worker is substantially exposed to adverse environmental conditions. Working outdoors in rain, heat and/or cold.

Desirable Training and Experience

Prefer five (5) years of experience and/or training in construction, stormwater, drainage, roadway construction, erosion control or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Either possess, or will obtain, all state mandated certifications associated with the position and maintain these certifications throughout employment.

- Must have or be able to obtain a TNEPSC Level 1 certification within one year.