

## STORMWATER PROGRAM MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The work involves performing a variety of skilled field and office work involved in the administration and enforcement of a jurisdiction's stormwater management program and ensuring Municipal Separate Storm Sewer System (MS4) compliance. An incumbent is responsible for administering, reviewing and updating the written policies and procedures of a stormwater management program to ensure all local, State and Federal regulations are met. Duties include, but are not limited to, conducting illicit discharge investigations, stormwater outfall inspections, spill response, and public education programs. Work is performed under the direct supervision of a higher level supervisor with leeway allowed for the exercise of independent judgment in carrying out details of the work. Supervision is not a responsibility of this position. Does related work as required.

### TYPICAL WORK ACTIVITIES:

Identifies facilities in the jurisdiction that need stormwater operation and maintenance plans and develops appropriate practices, policies and procedures to reduce pollutants in stormwater runoff;  
 Performs inspections of construction sites and industrial facilities to determine if MS4 permit and ordinance requirements are being met;  
 Responds to and investigate reports of illicit discharges and illegal dumping;  
 Acts in response to spills and leaks and prepares detailed reports of containment activities;  
 Establishes policies and procedures to include MS4 compliance in project permitting, design, and construction by and for the jurisdiction;  
 Develops best management practices for all of the jurisdictions' facilities;  
 Ensures that the jurisdiction maintains appropriate mechanisms to meet construction runoff requirements through bid specifications, requests for proposals, standard contract provisions and internal policies;  
 Develops and implements a program that educates staff, contract employees, and design engineers regarding Stormwater Pollution Prevention Plans (SWPPPs), construction site inspections and other procedures associated with control of construction stormwater;  
 Periodic review and update of Stormwater Management Program Plan (SWMP);  
 Develops and implements electronic mapping of all of the storm sewer systems and outfalls within the jurisdiction;  
 Tracks and ensures compliance with general stormwater permits;  
 Interface and coordinate with other departments (Legal, Zoning, Highway, Code Enforcement), and with private sector agencies;  
 Completes and submits Municipal Separate Storm Sewer Systems (MS4s) Annual Report;  
 Establishes and oversees implementation of an annual reconnaissance inventory/inspection of every agency outfall;  
 Conducts periodic construction site inspections;  
 Documents and retains records regarding stormwater compliance activities;  
 Provides technical assistance and coordination to departments within the jurisdiction regarding stormwater compliance requirements;  
 Schedules inspections and meetings;  
 Responds to emergency calls during precipitation events;  
 Compliance related contact and communication with builders, developers, business owners, etc. with possible issuance of stop work orders and fines in the occurrence of non-compliance;  
 Develops and makes use of education and outreach materials for public distribution and for agency personnel;  
 Develops and implements appropriate public involvement/participation activities and measurable goals to help ensure the reduction of pollutants of concern in stormwater discharges.

Continued on Page 2

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles, practices, methods and techniques of stormwater management; good knowledge of local, state and federal rules and regulations relative to stormwater control activities; good knowledge of permit requirements regarding stormwater control; working knowledge of available resources regarding pending changes in stormwater legislation requirements; ability to develop, coordinate, implement and evaluate new and revised policies, procedures, methods and standards relative to stormwater control; ability to use a personal computer and various software programs to create and maintain records, reports and education and outreach materials; ability to present informational, orally, before community groups, school classrooms and committee meetings; ability to establish and maintain effective working relationships with agency personnel, professional staff and public officials; ability to communicate both orally and in writing; ability to maintain records and prepare reports; strong organizational skills; honesty; tact; dependability; physical conditional commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

1. Graduation from a regionally accredited or New York State college or university with a Bachelor's Degree in Civil Engineering Technology, Sanitary Engineering, Environmental Management, Environmental Science, Surveying and Geomatics Engineering Technology or a closely related field AND (2) two years of full-time, or its part-time equivalent, professional level work experience in water quality management, stormwater management, water pollution control or a closely related field; OR
2. Graduation from a regionally accredited or New York State college or university with an Associate's Degree in Civil Engineering, Construction Engineering Technology, Environmental Engineering, Environmental Studies, Natural Resources Management, or a closely related field AND four (4) years of full-time paid, or its part-time equivalent, work experience as noted in (1) above; OR
3. Possession of a high school diploma or general equivalency diploma AND six (6) years of full-time paid, or its part-time equivalent, work experience in water quality management, stormwater management, water pollution control or a closely related field, two (2) years of which must have been in a professional level capacity; OR
4. An equivalent combination of training and experience defined by the limits of (1), (2), and (3) above.

ADOPTED: MAY 8, 2018

CIVIL SERVICE CLASSIFICATION: COMPETITIVE