

STORMWATER PROGRAM MANAGER

Position Code: 2275
WC Code: 6306
FLSA Status: Non-Exempt
Pay Grade: 357
Location: Public Services
Approval Date: 2023

General Statement of Duties

An employee in this class performs difficult professional work leading the development, administration, and implementation of federal, state, and local stormwater requirements with responsibilities over developing and administering stormwater management plans and developing and managing a public education and outreach program.

Distinguishing Features of the Class

An employee in this class plans, organizes, and directs the work of employees to maintain compliance with the Town of Mooresville's Stormwater Management Program. Thorough knowledge of the principles and practices of Municipal Stormwater Management and ability to direct and evaluate studies relating to methods to improve operations and efficiency. Independent judgment is required when making decisions with a significant degree of accountability. Coordination is exercised with other professional, technical and support personnel. Tact and courtesy are required in frequent contact with property owners, consultants, contractors, the general public and other Town staff. Work is performed under the general supervision of the Engineering Services Director.

Duties and Responsibilities

Planning, directing, coordinating and supervising the operations, services and staff of the department.

Overseeing the development, implementation, and tracking of the Town's NPDES Phase II Stormwater Permit.

Overseeing the identification of illegal connections to the storm sewer system or other forms of illegal dumping; investigates, implements and provides enforcement of the illegal discharge ordinance.

Works with Town departments to examine opportunities for reducing stormwater impacts from Town facilities and operations.

Oversees the assessment of current town services for compliance with NPDES Phase II stormwater rules and identifies new or modified services to obtain compliance.

Oversees and performs reviews and updates of the Town website with respect to stormwater.

Oversees preparation of major policy documents such as stormwater management plans and special studies; prepares and edits plan documents; identifies specific policies necessary to implement plans and permit processes; conducts community outreach and publicity; collects background baseline data on existing conditions; discusses draft plans with citizens, landowners, developers and Council members.

Prepares and presents staff reports, policy changes, ordinance revisions and other correspondence as needed.

Meets with and provides technical assistance to developers, property owners, consultants, contractors, the general public and Town staff with issues in the area of stormwater quality.

Oversees the development and implementation of public education, involvement and outreach programs to meet state and federal requirements, and development of educational materials for specific target audiences including Town staff.

Works with citizens, businesses, and staff on a range of customer service issues related to stormwater management; responds to citizen requests for stormwater information including the floodplain regulations, erosion control, stream buffers, stormwater drainage, water quality concerns; reviews and interprets floodplain maps; proposes solutions to homeowners, businesses and other utility customers regarding stormwater issues.

Oversees the development of new procedures and programs necessary to comply with changes and updates of the NPDES Phase II permit requirements.

Oversees the development and implementation of a wet weather screening program in order to provide compliance checks for private and public stormwater SCMs.

Oversees the maintenance of the Town's stormwater infrastructure database and stormwater GIS systems.

Assists in the development of grant proposals and the administration of grants for stormwater quality improvements as necessary.

Manages special projects as needed.

Assists with annual budget requests for the program.

Provides staff support to the Planning and Zoning Board, Town Board of Commissioners, and other groups as necessary.

Utilizes specialized computer applications and other standard office equipment to perform research, enter, store and/or retrieve information, and other daily requirements.

Performs other duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Thorough knowledge of state and federal environmental and stormwater rules and regulations.

Thorough knowledge of town ordinances regarding development.

Thorough knowledge of personal computers and related software.

Ability to deal effectively with the public in high stress situations.

Ability to work with public officials and outside agencies.

Ability to create and implement effective public outreach and educational programs.

Ability to communicate effectively both orally and in writing.

Physical Requirements

While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, sit, walk, use hands to grasp, handle, feel or operate objects, tools, or controls and talk or hear. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate tools and equipment. The employee is occasionally required to climb, balance, stoop, and crouch. This position involves heavy work requiring the employee to exert up to 100 pounds of force occasionally; and/or up to 50 pounds of force frequently; and/or up to 20 pounds of force constantly to move objects. Lifts and carries heavy equipment and/or materials (up to 50 pounds) to carryout assignments. Must possess the visual acuity to read gauges, dials and observe moving parts of machines, and to record and review written records.

The employee may be exposed to hazardous physical conditions (including but not limited to noise, moving parts, traffic, uneven surfaces, repetitive motions, and vibration) poor atmospheric conditions (including but not limited to fumes, odors, dusts, gases, and poor ventilation) and biological hazards. In addition, the work will require seasonal exposure to

extreme weather conditions, snakes, insects, and wildlife common to water and sewer lines, underground utilities and construction sites.

Minimum Education and Experience

Any combination of education and experience equivalent to graduation from an accredited college or university with a degree in environmental engineering, environmental science, or closely related field, and three to seven years of experience working with environmental regulations.

Special Requirements

Possession of a valid North Carolina driver's license. Possession of or ability to obtain Storm Water BMP Inspection and Maintenance Certification issued by North Carolina State University/NCDEQ.