

# STORMWATER PROGRAM SPECIALIST

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Position Code: 2750

WC Code: 7520

FLSA Status: Non-Exempt

Pay Grade: 355

Location: Engineering

Approval Date: 2022

## **General Statement of Duties**

An employee in this class performs difficult professional work developing, administering, and implementing federal, state, and local stormwater requirements including developing and administering stormwater management plans, and developing and managing a public education and outreach program.

## **Distinguishing Features of the Class**

This position requires an employee to perform technical environmental work to maintain compliance with the Town of Mooresville's Stormwater Management Program. 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**

Develops, implements, and tracks components of the Town's NPDES Phase II Stormwater Permit.

Identifies 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.

Assesses current town services for compliance with NPDES Phase II stormwater rules and identifies new or modified services to obtain compliance.

Reviews and updates website with respect to stormwater.

Prepares 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.

Maintains post-construction SCM inspection reports.

Makes recommendations as to the appropriate course of action based on field inspections and findings.

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.

Develops and implements public education, involvement and outreach programs to meet state and federal requirements and develops educational materials for specific target audiences. Also develops and implements housekeeping education programs for 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.

Assists in developing new procedures and programs necessary to comply with changes and updates of the NPDES Phase II permit requirements.

Assists in developing and implementing a wet weather screening program in order to provide compliance checks for private and public stormwater SCMs.

Assists with 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**

Physical activity related to this position may include sitting, standing, climbing, stooping, pushing, pulling, prying, kneeling, walking, and repetitive motions. Walking may be across rough terrain and crossing ditches, creeks and trenches as needed. The employee must occasionally be able to lift up to 50 pounds. An employee must have such visual acuity as to read and write handwritten and typewritten material including being able to read a computer screen. An employee in this class must be able to talk and hear in order to be able to respond to the public and other employees.

### **Minimum Education and Experience**

A Bachelor's degree in environmental engineering, environmental science, or closely related field, and two to five years of experience working with environmental regulations; or an equivalent combination of education and experience.

### **Special Requirements**

Possession of a valid North Carolina driver's license.