

# **March 2011**

## **Stormwater Program Manager**

### **Job Description**

**Exempt:** Yes  
**Department:** Engineering  
**Reports To:** Chief City Engineer  
**Location:** 307 Vine Street (Huntington Bldg)  
**Date Prepared:** January 24, 2013  
**Date Revised:** January 28, 2013

#### **GENERAL DESCRIPTION OF POSITION**

This position provides leadership and technical guidance for stormwater and floodplain management.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Responsible for City's compliance efforts of the NPDES Phase 2 Stormwater General Permit. This duty is performed weekly, about 35% of the time.
2. Responsible for City's compliance efforts of the National Flood Insurance Program (NFIP). This duty is performed weekly, about 35% of the time.
3. Assist the Planning and Engineering Departments with review of development plans for sites, subdivisions, and City projects for compliance with applicable stormwater and floodplain regulations. This duty is performed weekly, about 10% of the time.
4. Provide primary staff support for Stormwater Management Board. This duty is performed monthly, about 5% of the time.
5. Maintain and update Stormwater Management Plan, Repetitive Loss Area Analysis (RLAA), and CRS documentation. This duty is performed annually, about 5% of the time.
6. Assist general public, contractors, developers, and engineers in search of information pertaining to local stormwater or floodplain management. This duty is performed daily, about 10% of the time.
7. Develop, implement, and present educational and public outreach programs relative to stormwater and floodplain management. This duty is performed as needed.
8. Review and recommend updates to technical specifications and typical standards for all current regulations as related to stormwater and floodplain management activities. This duty is performed as needed.
9. Perform any other related duties as required or assigned.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION AND EXPERIENCE**

Broad knowledge of such fields as advanced accounting, marketing, business administration, finance, etc. Equivalent to four years of college, plus 5 years related experience and/or training, and 2 years related management experience, or equivalent combination of education and experience.

**COMMUNICATION SKILLS**

Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

**CRITICAL THINKING SKILLS**

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

**REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

**PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Certified Floodplain Manager (CFM)  
Certified Stormwater Manager (CSM)

**SOFTWARE SKILLS REQUIRED**

Advanced: Presentation/PowerPoint, Spreadsheet, Word Processing/Typing  
Intermediate: 10-Key, Accounting, Alphanumeric Data Entry, Contact Management, Database, Other

**INITIATIVE AND INGENUITY****SUPERVISION RECEIVED**

Under general direction, working from policies and general directives. Rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

**PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

**DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

**MENTAL DEMAND**

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

**ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

**SUPERVISORY RESPONSIBILITIES**

Supervises a small group (1-3) of employees in the same or lower classification. Assigns and checks work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.

Supervises the following departments: None

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

**RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Occasionally responsible for the organization's and/or associated organization's property where carelessness or error would result in only minor damage or minor monetary loss. Ordinary care and attention is required when handling this property in order to prevent loss.

**ACCURACY**

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

**ACCOUNTABILITY****FREEDOM TO ACT**

Moderately directed. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

**ANNUAL MONETARY IMPACT**

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

**IMPACT ON END RESULTS**

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

**PUBLIC CONTACT**

Regular contacts with patrons, either within the office or in the field. May also involve occasional

self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

### **EMPLOYEE CONTACT**

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

### **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

### **WORKING CONDITIONS**

Normal working conditions as found within an office setting, wherein there is controlled temperature and a low noise level, plus a minimum of distractions.

### **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is frequently exposed to outdoor weather conditions; and occasionally exposed to fumes or airborne particles, vibration. The noise level in the work environment is usually moderate.

### **PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

High diversity, low physical. Work activities which allow for considerable amount of diversity as an incumbent performs a variety of tasks. Such tasks might be performed from a given work area, or the individual may move about physically in performing a variety of duties.

While performing the functions of this job, the employee is regularly required to stand, walk, talk or hear; and frequently required to sit; occasionally required to use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; and color vision.

### **ADDITIONAL INFORMATION**

College Degree from an accredited college or university in engineering, environmental sciences, or a related field, experience with ARCGIS software