

**City of Dunedin, Florida**  
Class Description

**JOB TITLE: Stormwater Program Coordinator**  
Public Works and Utilities Department  
Public Services Division - Stormwater Utility Section

**GENERAL STATEMENT OF JOB**

Under general supervision, responsible for professional and technical work coordinating activities required under the State and Federally mandated National Pollutant Discharge Elimination System (NPDES) MS4 Permit Program. Requires independent judgement and initiative in developing methods and solutions to work problems. Reports to the Division Director of Public Services.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

*The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.*

Ensures City's compliance with both internal and external environmental requirements.

Create, implement and maintain programs and procedures to facilitate a safer environment.

Plans and coordinates the NPDES MS4 compliance program for the City of Dunedin.

Maintains accurate, clear, and concise records for the NPDES database. Records may need to be scientifically analyzed and interpreted for reporting purposes.

Coordinates activities that are being performed by other department/divisions that have a direct or indirect impact on the operation of the MS4 and reporting to FDEP.

Collects and reviews water quality monitoring, sediment tracking data and prepares recommendations for Best Management Practices. Prepares various stormwater reports, as required by FDEP/EPA, including the annual MS4 report.

Assists in the development of the stormwater budget with the Division Director of Public Services.

Conducts investigations of Stormwater Ordinance violations, NPDES MS4 permit violations, illicit discharges, illegal dumping, and related violations and/or compliance procedures. Conducts construction site inspections and implements enforcement actions as required. Issues notices of violation as required.

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Develops and implements compliance activities specified in the City's MS4 permit.

Ensures compliance with applicable standards and requirements, as set forth in the NPDES MS4 Permit through continuous monitoring of projects, policies, and procedures related to the management, operation, and maintenance of the City's Municipal Separate Storm Sewer System.

Develops and/or implements specifications and Best Management Practices (BMPs) for Stormwater pollution prevention from point and non-point sources.

Manages several stormwater and environmental related contracts. Data collected from contractors may need to be scientifically analyzed and interpreted for tracking purposes.

Develops, implements, and conducts stormwater public education programs for the public, schools, community groups, and businesses. Educational programs may include partnerships with local and state universities for research purposes.

Develops, implements, and conducts required stormwater training to fellow employees when designated by FDEP, Pinellas County, or other governing body.

Attends and participates in various committee meetings as required. Serves as liaison to the Stormwater Advisory Committee.

Receives and responds to public inquiries concerning stormwater activities, stormwater services, water quality issues, and environmental protection.

Manages various stormwater related projects. Initiates objective design, scope creation, RFP process, and manages projects through completion, including implementation of the goals set forth.

Serves as liaison to the Florida Stormwater Association. Provides input to the Association on behalf of the City of Dunedin for rulemaking and regulatory changes proposed throughout the State of Florida.

Assists with research related to sea level rise, including the incorporation of NOAA projections into future projects and planning. Assist with documentation on the National Flood Insurance Program (NFIP) Community Rating System. Ensures compliance and maintains proper documentation related to stormwater operations and maintenance for NFIP audits. Aids in the updates and amendments to the City of Dunedin Comprehensive Plan, specifically the Support Services Stormwater Subelement, the Conservation Element, and the Coastal Management Element. Aids in the objectives set forth by the City of Dunedin designation as a Mission Blue Hope Spot.

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Drafts applicable resolutions and ordinances for adoption by the City of Dunedin Commission. Resolutions and ordinances may include budget impacts, long-term financial planning, and will require proper vetting prior to approval.

**ADDITIONAL JOB FUNCTIONS**

This is a Category B position for the purposes of Emergency Management. Employees in this category may be assigned to work a variety of schedules, including compulsory work periods in special, emergency, and/or disaster situations. Category B employees are required to stay on premises during a declared state of emergency, or as otherwise mandated.

Performs routine administrative/office work as required, including but not limited to attending and conducting meetings, answering the telephone, radio, typing reports and correspondence, copying and filing documents, reviewing mail, using e-mail, etc.

Performs related duties as required.

**MINIMUM TRAINING AND EXPERIENCE**

Requires a Bachelor's Degree in chemistry, biology, earth science or a related field, with five years verifiable, relevant work experience in Stormwater / Environmental Management.

An equivalent combination of education, training, and experience which provides the required skills, knowledge, and abilities may be considered.

**SPECIAL REQUIREMENTS**

Most possess a valid Florida driver's license.

Florida Department of Environmental Protection (FDEP) Sediment and Erosion Control Certification. Must obtain Florida Stormwater Association Level II certification within two years of employment.

**PERFORMANCE INDICATORS**

**Knowledge of Job:** Has knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Stormwater Program Coordinator. Understands specific city, county, state, and federal regulations

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as they apply to the duties and responsibilities of the position. Has knowledge of planning and development and land use terminology. Must be familiar with the use of modern technology: including computer modeling, digital mapping, and Geographic Information Systems (GIS) software applications. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Is skilled in applying a responsible attention to detail as necessary in preparing records, reports and correspondence. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Must be organized and detail oriented. Has the ability to speak, write, and understand the English language.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to calculate, compute, summate and/or tabulate data and/or information. Includes the ability to perform subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Performs such within well-established policies, procedures and standards. Is able to offer assistance to fellow employees as necessary. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public. Knows how to maintain effective relationships with personnel of other departments, professionals, and members of the public through contact and cooperation.

**Equipment, Machinery, Tools and Materials Utilization:** Has knowledge of and skill in the use of modern office equipment. Requires the ability to use, operate and/or handle equipment such as a computer, copier, fax machine, telephone, engineer's scale, etc. Is able to type accurately at a rate sufficient for the successful performance of assigned duties.

**Verbal Aptitude:** Requires the ability to use a variety of reference and descriptive data and information. Has knowledge of proper English usage, grammar, vocabulary, and spelling.

**Mathematical Aptitude:** Has the mathematical ability to handle required calculations. Requires the ability to perform addition, subtraction, multiplication, and division; calculate decimals and percentages; to perform routine algebraic and geometric operations.

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**Functional Reasoning:** Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Is able to read and interpret relatively complex materials pertaining to the responsibilities of the job.

**Situational Reasoning:** Requires the ability to exercise the judgment required in situations involving evaluation of information against measurable or verifiable criteria.

**ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some field data collection; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, drafting, filing and/or the use of office equipment or supplies.

**Sensory Requirements:** Tasks require visual and auditory perception and discrimination as well as oral communications ability.

**Environmental Factors:** Tasks may require working in adverse environmental conditions and adverse weather conditions.

*The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

*Paul Stanek*  
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Public Works & Utilities Director

11.9.2021  
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Date