

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 technical work involving coordination of compliance with the United States Environmental Protection Agency (EPA) National Pollutant Discharge Elimination System (NPDES) MS4 Program. Requires independent judgment 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.

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.

Prepares various stormwater reports as required by FDEP, including the annual MS4 report.

Involved in the development and tracking of the stormwater budget with the Division Director of Public Services and the Finance Department. Presentations on the stormwater budget to the public will be required.

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

Develops and implements enforcement 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 various stormwater 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.

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.

ADDITIONAL JOB FUNCTIONS

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, or a related field with three years of

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experience in Stormwater 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 ordinances as they apply to the duties and responsibilities of the position. Has knowledge of planning and development and land use terminology. 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. Has the ability to speak 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

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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, drafting instruments, 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.

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

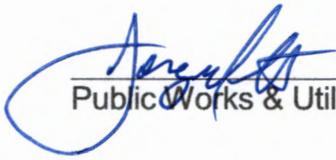
Physical Ability: Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some field data collection; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements,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

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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.


Public Works & Utilities Director

3/24/16
Date