

<b>Job Title: Stormwater Coordinator</b>	<input type="checkbox"/> <b>Non-Exempt</b> <input checked="" type="checkbox"/> <b>Exempt</b>
<b>Reports To: Town Manager &amp; Director of Operations</b>	<b>Date Updated: January 2021</b>

**Position Summary**

Provide leadership, regulatory oversight, budgetary oversight and technical guidance for stormwater management that focuses on quality, quantity, and management of public stormwater infrastructure and related GIS data. Responsible for oversight of stormwater capital improvement projects from development through construction. Conducts data collection, data management, and reporting as necessary to facilitate stormwater utility operations. Completes tasks necessary to maintain the Town’s compliance with MS4 and other permit requirements.

**Primary Job Responsibilities:** To be successful in this position, the following tasks/objectives must be accomplished within specified timelines.

- Plans, organizes, oversees, and directs all aspects of the Town’s stormwater program, including legal and regulatory compliance; coordinates with the public, private businesses, home owner associations, and governmental agencies regarding the program as needed.
- Oversees the implementation and administration of the Town’s “Stormwater Utility Ordinance” and associated compliance mechanisms, including creation and revision of necessary forms, workflow processes and record keeping.
- Works with the Town Manager to prepare, monitor, and present the annual Stormwater Utility budget to the Selectboard. Duties also include monitoring and applying for applicable grants to further the stormwater goals of the Town.
- Serves as the Town’s representative for the review of plans for stormwater management (construction and post-construction), performance of inspections, and investigations of violations.
- Provides inspection, coordination, and town oversight on stormwater construction efforts.
- Meet with design engineers, contractors, landscapers and residents regarding administration and provide technical assistance as needed in regards to MS4 permit and Towns Stormwater Program.
- Provides resolution and technical guidance in response to customer service requests related to drainage issues.
- Works closely with permit holders including Neighborhood and Condominium Associations.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of the Town Stormwater program, service delivery methods, and procedures; identifies opportunities for improvement and make recommendations about program.

- Develops, administers and oversees program budget; periodically reviews and makes recommendations regarding the adjustment of stormwater user fee rate to match anticipated expenditures.
- Review and make determinations regarding stormwater fee appeals and stormwater credit applications.
- Updates existing watershed stormwater retrofit plans to address stormwater quality/quantity improvement goals or regulatory requirements.
- Responsible for the management and oversight of stormwater infrastructure related activities, including:
  - scheduling inspections;
  - prioritizing repairs;
  - Reporting on the condition of stormwater assets;
  - developing capital plans for existing system, and
  - coordination and management of capital construction activities related to stormwater infrastructure.
- Inspects permitted stormwater systems.
- Trains or schedules training for town departments and employees.
- Identifies needs and opportunities for outreach materials and outreach/public involvement programs and ensures the maintenance of a website and social media presence.
- Represents the Town at various public forums.
- Prepares, submits and presents reports to the Town Manager.
- Manages the GIS and asset management framework for Stormwater infrastructure.
- May supervise Stormwater/GIS Technician interns.
- Maintains accurate records and files.
- Performs all other duties as assigned.

## Requirements (Education/Training/Experience)

- Bachelor's degree from an accredited educational institution with applicable coursework/degrees in Hydrology, Environmental Engineering, Civil Engineering, and/or GIS with a minimum 4 years of experience in stormwater management program and ecosystem improvements or equivalent education, training and experience which provides the requisite knowledge, skills and abilities for the position.
- Minimum 2 years' experience with use of GIS software for utility mapping and asset management or related experience.
- Experience with utilities/roadway infrastructure in the public or private sector is preferred.
- Technical and practical knowledge of the materials, methods and techniques relative to stormwater projects and issues.
- Ability to plan, assign and supervise work of both Public employees and contractors.
- Ability to interact positively and maintain effective public relations with the general community.
- Knowledge of financing and administration.
- Ability to exercise independent judgment.
- Excellent written and oral communication skills and proficiency with computer programs to include AutoCAD, ArcGIS, Excel, Microsoft Word, Hydro Cad and Access.

**Competencies** - To perform the job successfully, an individual should demonstrate the following competencies:

- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Public Service** - Manages difficult or emotional situations with the public; Solicits feedback to improve service; Responds promptly (within 3 days) to requests for service and assistance; Meets commitments.
- **Effective Communication** - Speaks clearly and persuasively in positive or negative situations; demonstrates group presentation skills; participates in meetings. Writes clearly and informatively; presents numerical data effectively; able to read and interpret written information.
- **Teamwork** - Balances team and individual responsibilities; contributes to building a positive team spirit; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- **Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently to meet deadlines; Plans for additional resources; Sets goals and objectives; Organize and schedule other people and their tasks; Develops realistic action plans.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

### **Working Conditions & Physical Demands**

Internal work may include occasional work performed in climate-controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, hazardous fumes and gases is limited. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of internal job duties.

External work requires constant exposure to varying weather conditions while performing duties. Frequent exposure to hazards associated with close proximity to Town repair or maintenance operations. Must be generally available and respond to emergency "call outs" at any time of day, year-round, regardless of weather conditions.

Physical demands include work that may include light to moderate physical effort required to perform duties, including walking over rough terrain, exposure to hazards at construction sites and in confined spaces and exposure to inclement weather conditions. Physical demands may include reaching, pushing, pulling, carrying and operating objects or tools of significant weight.

**Disclaimer:** The above Job Description is intended to describe the general nature and level of the work being performed by people assigned to this role and is not an exhaustive list of all duties and responsibilities. The Town of St. Albans reserves the right to amend and change responsibilities to meet the Town's needs as necessary.