



City of Irving Job Description

Drainage Program Coordinator

FLSA Status:	EXEMPT	Job Department:	Capital Improvement Program (CIP)
Job Code:	34341	Reports To (Job Title):	Engineering Manager

PURPOSE

To ensure that all program elements comprising the National/Texas Pollutant Discharge Elimination System and the Municipal Drainage Utility are fulfilled according to national, state, and municipal regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Develop, coordinate, and administer municipal storm water programs and procedures as required for compliance with the City's MS4 Permit.
- Coordinate with various City departments, the public, and other agencies to implement MS4 permit requirements' provides inter-departmental and inter-agency training.
- Coordinate the activities required by the National Pollutant Discharge Elimination system (NPDES) as it relates to storm water management plans (SWMP), BMPs, Annual report submittals, and education and outreach.
- Responsible for the development and implementation of regulations, ordinances, procedures, programs, and other related documentation to improve the City's Stormwater Management Program and maintain compliance with the MS4 Permit.
- Develop new regulations, ordinances, programs and procedure associated with the MS4 Permit.
- Manage the City's stormwater quality database and track necessary reporting material and data of required documents for the City's annual stormwater quality report to include: drainage complaints, outfall inspections, post-construction inspections and facility operation and maintenance inspections.
- Respond to inquiries relative to stormwater quality regulations, policies and procedures.
- Create and maintain records and files pertaining to the City's Municipal Separate Storm Sewer system permit.
- Plan and attend public education and outreach events as well as prepare and present stormwater quality presentations and materials.
- Plan, prepare and present stormwater quality training to City staff.
- In conjunction with other City staff, responsible for coordinating stormwater quality environmental audits and stormwater quality environmental assessments of City owned property.
- Provide education regarding the history, implementation process and procedures of the Stormwater Utility Program to include presentations for meetings, education events, study sessions and public hearings.
- Write and maintain policy and process manuals and standard operating procedures.
- Perform other related duties and responsibilities as required.
- Represent the City in various stormwater advisory groups and committees.
- Interpret and applies provisions of storm water run-off, conservation regulations and other federal, state and local codes, laws, standards, policies and procedures.

- Meet with EPA/TCEQ officials provide any requested backup data. Assist with negotiation of future permit requirements; storm water management plan elements; permit deadlines; policy & procedural interpretations; their enforcement activities and on-going administrative actions within the city.
- Coordinate inter-departmental responsibilities for activities necessary to comply with the city's federal, state, MS4 permit requirements, monitoring continued existence and progress of these support programs citywide.
- Research, develop and implement local best management practices to meet the Regional Storm Water Monitoring Program that will comply with federal and state regulations, complement the regional monitoring effort underway with other federally designated Phase I entities in North Central Texas and not overextend city capabilities.
- Assist in conducting an annual audit of city's progress toward compliance with stormwater management plan and preparing annual permit reports to regulatory agencies.
- Develop, from concept to implementation, the city's stormwater public education program to comply with federal and state law (clean water act) including types of programming, advertising, material needs, personnel time requirements, scheduling and other necessary resources.
- Review, comment on, prepare and revise inter-local agreements and ordinances related to the municipal drainage utility and work program elements for the NPDES/TPDES program.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Create and prepare reports for planning, administration, and budgetary purposes.
- Prepare and distribute public education materials regarding surface water pollution and related items.

SUPERVISORY RESPONSIBILITIES

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 1-10 employees.

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 1 employee.

FINANCIAL / BUDGETARY RESPONSIBILITY

May coordinate expenditures and/or take responsibility for equipment valued up to \$25,000.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Bachelor's Degree in Watershed Sciences, Natural Resources, Environmental Sciences or related field from an accredited college or university.

EXPERIENCE

- Four (4) years of progressive experience with civil engineering, watershed sciences, environment science, natural resources, environmental regulations, stormwater quality compliance, construction or a combination of these fields.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate, valid, state-issued driver's license, or the ability to obtain, may be required.

KNOWLEDGE OF

- City Governments: Municipal government systems
- Management Techniques: Principles of program and project management.
- Stormwater/Environmental Quality Regulations: Stormwater/water quality program management related to compliance with MS4 permits: Relevant federal, state and local storm water regulations, including but not limited to federal Clean Water Act and its amendments, federal regulations, surface water quality regulation, SWMP development, waste discharge, non-point source pollution regulation and NPDES & TPDES permits.
- Other Industry Regulations: Federal, state, and municipal restrictions, laws, and ordinances that govern the planning and ongoing management of a project, as well as environmental laws (at all levels), and how to apply current information to given situations.
- Design: Techniques, principles, tools, and instruments involved in the production and use of precision technical plans, blueprints, drawings, and models.
- Building and Construction: Materials, methods, and the appropriate tools to construct objects, structures, and buildings.
- Construction Principles: Materials, methods, and the appropriate tools to construct objects, structures, and buildings.
- Computers and Electronics: Computer hardware and software including applications and other technical design related programs.
- Customer Service Management: Principles and processes for providing customer and personal services including needs assessment techniques, quality service standards, alternative delivery systems, and customer satisfaction evaluation techniques.
- English Language: The structure and content of the English language, including the meaning and spelling of words and the rules of composition and grammar.

SKILLS AND ABILITIES IN

- Reporting: Researching, analyzing and compiling data and preparing concise documents.
- System Analysis: Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- System Evaluation: Identifying measures or indicators of system performance and the actions needed to improve or correct performance relative to the goals of the system.
- System Perception: Discerning when important changes have occurred or likely will in a system.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Teaching: Conveying new concepts and confirming comprehension by listener.
- Service Orientation: Actively looking for ways to help people.

- **Problem Identification:** Identifying the nature of problems.
- **Identification of Key Causes:** Identifying the things that must be changed to achieve a goal.
- **Active Listening:** Listening to what others are saying and asking questions as appropriate.
- **Management of Material Resources:** Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- **Maintaining Current Knowledge:** Reading, analyzing, and interpreting general business periodicals, professional journals, technical procedures, or governmental regulations.
- **Interactive Presentation:** Effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- **Statistical Analysis, Critical Evaluation, and Methodical Execution:** Applying advanced mathematical concepts, analyzing complex problems, identifying alternate solutions, projecting consequences of proposed actions, and implementing recommendations to support goals.
- **Self-Management:** Working well independently and without supervision.
- **Inductive Reasoning:** Combining separate pieces of information or specific answers to problems to form general rules or conclusions. This includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.
- **Judgment & Decision Making:** Weighing the relative costs / benefits of a potential action.
- **Technical Reasoning:** Interpreting an extensive variety of technical instructions in mathematical or diagram form and dealing with multiple abstract and concrete variables.
- **Oral Expression:** Communicating information and ideas in speaking so others will understand.
- **Report Generation:** Writing technical reports and documents for a wide variety of audiences.

GUIDANCE RECEIVED

Priorities and Policies

Organizational priorities and policies, along with professional standards and best practices, guide decisions and direction or advice given to others. Typically makes recommendations to superiors after considering various alternatives. Proactively addresses needed changes to policies, methods and procedures and obtains approval.

CONTACTS

Regular interaction with colleagues, as well as division head. In performance of duties, may work with other government bodies and agencies to gain cooperation and/or present findings / data, etc.

EQUIPMENT AND PROPERTY

Primarily, the employee will utilize general office equipment, such as: computer, copier, telephone ,etc.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee constantly is required to push, pull, and/or see. Frequently, s/he is required to balance, carry, climb, lift up to 50 pounds, crawl, drive a vehicle, grasp, handle, feel, kneel, reach, sit, smell, stand, stoop, talk, and/or walk.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee occasionally is exposed to a dirty environment, extreme temperatures or weather conditions, air contamination, noise, and/or toxic or caustic materials. This job requires her/him to make decisions directly affecting the safety of others. The noise level in the work environment is usually moderate.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.