



STORM WATER PROGRAM COORDINATOR

DEFINITION

Under direction, develops, coordinates, and administers the municipal storm water programs and procedures as required for compliance with the County's permit requirements; reviews and oversees water quality and erosion control projects; coordinates related activities with other departments, divisions, outside agencies, and the general public; provides responsible, specialized, and complex professional staff assistance to department staff regarding storm water program activities; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned management personnel. May provide technical and functional direction to lower-level staff.

CLASS CHARACTERISTICS

This is a fully qualified journey-level classification. Positions at this level are responsible for performing specialized work related to storm water program development and management. The duties of this classification require considerable interaction and coordination with other County divisions and external public agencies. Incumbents work independently, and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Plans, develops, organizes, and participates in the permitting, monitoring, inspection, enforcement, pollution prevention, and data management activities of the municipal storm water program in compliance with the County's permit requirements.
- Develops and implements standard operating procedures and other program requirements for education, inspections, complaint response, water quality monitoring, annual report writing, and inter-departmental training and coordination.
- Evaluates and interprets technical reports, documents, manifests, applications, and permits related to environmental regulations and compliance with federal, state, and local regulations.
- Provides guidance for achieving storm water compliance; prepares outreach materials, conducts outreach and educational efforts, and trains County staff on storm water and environmental protection; provides information to property and business owners, tenants, County employees, and the general public through individual contact in the field, at workshops or community events, and by telephone or other appropriate means.
- Coordinates the investigation of storm water runoff, industrial related storm water quality problems, as well as complaints and violations of storm water regulations and codes; develops corrective recommendations for identified problems; informs and recommends action to effect compliance.
- Coordinates with other departments to improve levels of compliance with permit requirements; represents the County at regional meetings; serves as liaison and provides support to assigned program activities with those of County departments and staff as well as community organizations, the general public, and other groups.

- Reviews development and construction plans and projects to identify storm water discharge sources and best management practices (structural and non-structural) to maximize storm water and water quality protection; conducts inspections of public and private active construction sites pursuant to permit requirements and County ordinances; gathers field data for projects to prioritize and track compliance and program effectiveness.
- Conducts visual water quality monitoring and operates a variety of storm water monitoring equipment such as turbidimeters, pH monitors, and water quality sampling equipment.
- Maintains inspection files, records, and logs, and prepares reports concerning new or ongoing programs and program effectiveness.
- Maintains and updates various database, filing, and recordkeeping systems for assigned program; participates in researching and collecting data and information for inclusion into database and recordkeeping systems; conducts surveys; analyzes and interprets data collected.
- Reviews and evaluates reports, documents, plans, agreements, and updates for compliance with storm water regulations; identifies required changes and prepares review responses; assesses impact and designs system and methods to mitigate effects and accomplish long-term storm water management.
- Prepares, writes, and files timely compliance reports and associated correspondence to regulatory agencies.
- Assists with development of agreements with regulatory agencies.
- Provides on call report and monitoring assistance to County-owned facilities.
- Prepares requests for proposal (RFPs) for contracted services, advertising of RFPs, and bid process instructions; responds to questions from bidders; evaluates proposals and recommends project award; prepares submittal packages for legal review; administers contracts, which includes coordinating and reviewing the work of outside consultants and contractors.
- Provides annual recommendations on budgets and funding needs for the maintenance of and enhancement of the program; researches, prepares and administers grants; purchases materials and supplies.
- Provides responsible staff assistance, training, education, and technical and administrative support to management, staff, advisory groups, and committees; conducts and represents the County at various meetings; and makes presentations to public interest groups, County personnel, and others as directed.
- Keeps current with federal, state, and local regulations and their impacts on the County's storm water and environmental quality and protection.
- Provides technical support and assists County departments including, but not limited to, Department of Transportation, Department of Planning and Building, Department of Environmental Management, Code Enforcement, Facilities, and Agriculture in the identification/prioritization of items related to collection, conveyance, storage, treatment, flood control, sweeping, vectoring, and winter operations/snow removal, as necessary.
- Performs related duties assigned.

QUALIFICATIONS

Knowledge of:

- Permitting, legal, regulatory, and technical requirements of storm water quality management, including Illicit Connection and Illegal Discharge prevention and elimination, best management practices programs, and environmental monitoring and assessment.
- Modern principles and practices of chemistry, biology, microbiology, or environmental protection applicable to storm water, wastewater, hazardous materials or waste, or industrial waste.
- Laws and ordinances pertaining to storm water and environmental protection.
- Inspection, investigation, or code enforcement principles and practices.
- Pollutant detection methodology related to storm water runoff or other wastes.
- Proper use of monitoring, sampling, and basic testing equipment.

- Principles and practices of recordkeeping and records management.
- Methods and techniques of data collection, research, and report preparation.
- Principles of supervision and training.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff, and anticipating and resolving customer needs and potential issues in the planning process.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, organize, direct, coordinate, administer, and evaluate assigned environmental programs or projects.
- Exercise sound judgment to determine environmental program and permit compliance with existing laws and regulations.
- Review documents and reports for completeness and accuracy.
- Recommend and implement goals, objectives, policies, and procedures for providing assigned program services and activities.
- Conduct accurate and thorough research, and prepare clear, complete, accurate, and concise analyses, reports, and recommendations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Apply procedures and techniques involved in the investigation, documentation, and enforcement of codes and regulations.
- Analyze problems, identify alternative solutions and project consequences of proposed actions, and implement recommendations in support of goals.
- Respond to emergency situations involving actual or suspected illegal discharges or spills to the storm drain system or environment.
- Understand the organization and operation of the assigned department, other County departments, and outside agencies as necessary to assume assigned responsibilities.
- Facilitate, develop, and work with teams and groups on various programs and projects and to create partnerships and coalitions.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in resource management environmental science, biology, or a closely related field;

AND

Three (3) years of experience related to storm water management, National Pollutant Discharge Elimination System (NPDES) permit compliance, or other related environmental compliance programs.

Licenses and Certifications:

- Possession of, or ability to obtain and maintain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Must possess within one (1) year from date of hire, a certificate as a Qualified SWPPP Developer (QSD) and Qualified Storm Water Pollution Plan Practitioner (QSP).
- Possession of a certificate as a Professional in Storm Water Quality (CPSWQ).

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect County sites, to operate a motor vehicle, and to visit various County and meeting sites; vision to read printed material and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary office classification, although the job involves field inspection work requiring frequent walking at inspection sites to monitor performance and to identify problems; standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work partially indoors and primarily outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances, odors, and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.