



STORMWATER / ENVIRONMENTAL COORDINATOR

NATURE OF WORK

Assists the Stormwater Managers in stormwater related projects and compliance with the Clean Water Act Program and demolition program. Serves the public with responsible technical work in the permitting, survey, design and inspection of civil engineering construction projects, including site development, water, stormwater, environmental and traffic engineering projects.

DISTINGUISHING FEATURES

Work involves responsibility for assisting with the management of the city's Stormwater Management and Demolition Programs. The employee exercises judgment interpreting policies and procedures within areas of responsibility. Further, under the direction of the Stormwater Program Manager, the individual conducts customer service related tasks in the stormwater field. The position provides construction inspection on public and private development projects and ensures that work within the City's right-of-way is in accordance with City standards.

ESSENTIAL FUNCTIONS (These essential duties are only illustrative.)

Construction inspection of public improvement projects and new subdivisions for compliance with ordinances, plans, regulations, specifications and standards; conducts tests on construction materials; coordinates construction activities with contractors and utility representatives. Compiles required documentation and prepares related documents to meet reporting requirements of City permits and programs.

Conducts field surveys, collects and analyzes technical data, designs construction improvement projects such as roadway reconstruction, roadway rehabilitation, traffic signals and controls, parking lots, water mains, and drainage improvements.

Assists the Stormwater Project Manager with State and Federal-based grants and recovery programs related to mitigation projects; compiles required documentation and prepares related documents to meet reporting requirements of those grants.

Provides customer service support to citizens, elected officials, consultants, and City departments in accordance with Stormwater Management and demolition inquiries. Attend meetings and provides technical information in response to inquiries; investigates and resolves construction problems, conflicts and disputes.

Collects water samples from stormwater systems for water quality analysis and reporting needs.

Performs industrial high risk runoff inspections, erosion and sediment control inspections, illicit discharge inspections and detention basin, creek and outfall inspections for compliance with the City's NPDES permit.



Coordinates inspections and utility disconnects along with completing bid documents for demolition projects.

May assist in coordinating operations of Household Hazardous Waste grant program and City's Used Tire and Oil Site operation. Ensures proper contracting procedures; reviews and processing payment requests according to established rules and regulations; prepares related documents to meet reporting requirements of funding agencies. Coordinates shipment of household hazardous waste and removal of materials.

May assist in interacting with the City's refuse and recycling contractors on routine issues and problem areas.

Review and issue construction permits; ensure that the permit requirements are being met during construction.

May assist during snow and ice or emergency events.

Performs related duties as assigned or directed.

SUPERVISION RECEIVED

Work is performed under the general supervision of the Department of Public Works Stormwater Program Manager. May be assigned on a project-by-project basis to work under the City Engineer for stormwater or demolition related issues. Work is performed according to extensive federal regulations and most guidance comes from regulations governing each funding source. Work is reviewed periodically through established city, department, and program checks and balances for accuracy, completeness and adherence with federal and state laws and regulations and City Rules and Regulations. Work is reviewed annually for overall results achieved.

SUPERVISION EXERCISED

Supervision is generally not a responsibility of this position but may occasionally coordinate work with the senior engineering technicians and interns.

WORKING CONDITIONS & PHYSICAL DEMANDS

Work is performed in the field and in an office environment. Work activities frequently require travel to various sites throughout the city to inspect and review work of contractors, and to attend meetings and conferences. Work exposes employee to normal everyday risks, which require normal safety precautions. Work activities require frequent sitting for long periods of time, standing, walking on rough terrain, bending, lifting, moving and carrying objects weighing up to 50 pounds, using hands and fingers to operate computers and other equipment, and to drive a vehicle. Occasionally work exposes employee to potential hazards such as traffic, fumes, dust, solid and hazardous waste, and adverse weather conditions.

SUCCESS FACTORS (KSAs)

Considerable knowledge of federal, state, and local laws, rules and regulations pertaining to Stormwater Management.

Knowledge of the methods, principles, practices, and procedures relating hazardous material awareness and in the collection of stormwater samples.

Skill in managing and coordinating contractual service agreements, and in investigating and resolving problems and complaints regarding contract services and storm water complaints.

Skill in the use of computers and computer software, including database software, primarily Microsoft Office.

Ability to oversee and inspect work performed by private contractors.

Ability to prepare concise and accurate reports and to maintain files and records.

Ability to communicate effectively, both orally and in writing.

Ability to answer inquiries and resolve complaints from contractors and the general public in an effective, tactful, courteous manner.

Ability to establish and maintain effective working relationships with superiors, employees of other City departments, City officials, local and state government officials, contractors, consultants, representatives of state agencies, and the general public.

EDUCATION, TRAINING & EXPERIENCE

Graduation from an accredited college or university with major course work in Stormwater and Environmental Construction Management, Civil Engineering, or closely related field. One to three years of responsible experience in stormwater or environmental management, engineering design and construction inspection, or related experience, which provides the knowledge, abilities and skills required by the position. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may be substituted for the required experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Illinois driver's license.

Residency requirement: Classified employees hired after January 1, 1984 may live anywhere in Winnebago County or anywhere within an area fifteen (15) miles from the Public Safety Building within six (6) months of their date of completion of probation. Employees hired prior to January 1, 1984 shall be subject to their conditions of employment in effect at that time.