ASHEVILLE, NORTH CAROLINA

Classification Specification

Stormwater Quality Specialist
Job Code: 4305
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to coordinate and implement stormwater education and National Pollutant Discharge and Elimination System (NPDES) programs and to ensure compliance with related local, state, and federal regulatory requirements.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Coordinates and implements NPDES program: updates procedures, forms and documents to ensure compliance with NPDES permit requirements; coordinates, prepares, and submits annual reports, Stormwater Management Plan, annual self-assessment report, and permit renewal applications; maintains inventory of municipal facilities and performs facility inspections; establishes maintenance schedule and standard documentation for facilities; and conducts staff training on general stormwater awareness, implementing pollution prevention, and good housekeeping practices.

Coordinates and implements stormwater education and outreach programs: plans and develops education programs and community outreach events for all age groups; creates, writes, and updates programming to meet community needs and to comply with local, state, and federal program rules and mandates; develops, coordinates,

and implements school programs, community education programs, neighborhood cleanups, river and stream walks and cleanups, and volunteer activities; creates lesson plans, educational tools, and other collateral material; and revises programs as necessary.

Conducts site visits to inspect facilities and private properties to determine sources of illegal discharges from storm sewers: collects, evaluates, records, and preserves evidence; examines backflow and cross-connection systems, industrial discharge, stormwater systems, and other water systems as needed; identifies code compliance and non-compliance issues; meets with business owners, property owners, and others to discuss violations and remediation; issues code official compliance, correction notices, citations, and other official documentation; performs follow-up site inspections as needed; coordinates with and manages contract with consultant for the collection and testing water samples from various stormwater outfall sites; and maintains related reports and documentation.

Creates informational and communications materials: develops and distributes stormwater awareness, training, and educational fliers; develops and posts social media information; and updates and maintains the stormwater web page.

Provides technical assistance and expertise regarding stormwater quality: provides information, training, and makes presentations regarding detecting and reporting illicit discharge, illicit connections, illegal dumping and spills, and other stormwater quality issues; interprets and explains environmental rules and regulations; and represents the department on and participates in various local, state, and federal boards and committees.

Communicates with supervisor, other City employees, third party contractors, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, stream water analysis report, invoices, notices of violation, violation response letters, self-assessments, NPDES permit renewal application, educational fliers and brochures, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Associate degree in Environmental Science, Business, or a related field required; supplemented by three years of experience in implementing environmental education and community outreach programs; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential

functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance:

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, fumes, smoke, water hazards, toxic agents, fire, traffic hazards, bright/dim lights, disease, pathogenic substances, or rude/irate customers.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.