ASHEVILLE, NORTH CAROLINA

Classification Specification

Stormwater Quality Supervisor
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to coordinate and manage the the City's National Pollutant Discharge Elimination System (NPDES) Phase II Municipal Separate Storm Sewer System (MS4) Permit and the associated Stormwater Management Plan (SWMP) and to ensure compliance with related local, state, and federal regulatory requirements as part of the Stormwater Utility.

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.

Performs technical, office/administrative and field work in the administration, management and enforcement of the City's National Pollution Discharge Elimination System (NPDES) Phase II Municipal Separate Storm Sewer System (MS4) Permit and the associated Stormwater Management Plan (SWMP) to ensure compliance with regulations and requirements as part of the Stormwater Utility.

Supervises, directs, and evaluates assigned staff: plans, directs and reviews work of individuals and the team; processes employee concerns and problems and counsels as appropriate; recommends discipline, disciplinary actions, or discharge; completes employee performance appraisals and salary increases; participates in interviews and makes hiring recommendations; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; develops and oversees employee work schedules to ensure adequate coverage and control; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to management; and updates and maintains department standard operating procedure manuals.

Coordinates, manages, and implements the requirements of the City's NPDES MS4 Stormwater permit and associated Stormwater Management Plan (SWMP): develops and maintains written plans, procedures, forms and documents to ensure compliance with NPDES permit; coordinates, prepares, and submits annual reports, Stormwater Management Plan, annual self-assessment report, and permit renewal applications; maintains, collects, and updates stormwater system inventory and GIS database; maintains and updates inventory of municipal facilities and performs facility inspections; monitors and tracks activities associated with best management practices for compliance with permit; establishes maintenance schedule and standard documentation for procedures; and conducts staff or public training on various stormwater quality matters and pollution prevention.

Manages and implements the Illicit Discharge Detection and Elimination program: administers, updates and enforces the City's Illicit Discharge Ordinance, including responding to and investigating spills, complaints, and inquiries, overseeing spill cleanups, documenting/tracking incidents, and issuing Notices of Violation (NOVs); identifies illegal connections to the storm system or other forms of illegal dumping; performs dry and wet weather flow screening, testing, and monitoring; monitors, analyzes and tracks water quality data and trends and makes program change recommendations.

Conducts, coordinates and oversees water quality monitoring and inspections: performs periodic SCM, stream buffer, green infrastructure and stream inspections; performs watershed, stream, or outfall monitoring through sampling, lab analysis, field measurements, and field observations; monitors and tracks Section 303(d) listed streams and manages any associated Total Maximum Daily Loads (TMDLs); records data related to water quality parameters identified; makes recommendations for reducing stormwater impacts from development and City facilities and operations; makes recommendations as to the appropriate course of action based on field inspections and findings; reviews plans for compliance with water quality standards.

Assists in developing, planning, and implementing strategic plans, goals, and objectives for the division on technical and programmatic matters: develops and implements programs, policies and/or plans to address water quality concerns and meet requirements of MS4 Stormwater permit; evaluates performance and effectiveness and identifies and recommends needed changes, modifications, and/or enhancements to current program and plan in order to meet division needs, to resolve problems, or to improve/enhance operations; employs knowledge of water quality and pollutant loads, natural resources, stream buffers, floodplains, wetlands, BMPs and SCMs to identify concerns and make recommendations for program improvements and City initiatives; and manages related project implementation involving personnel from other City divisions and/or vendors.

Ensures components of the Stormwater program and Stormwater Management Plan comply with all local, state, and federal rules, regulations, standards, policies, and procedures: works with regulatory agencies to ensure compliance with local, state and federal requirements; develops and provides technical assistance and training to City staff who perform best management practices (BMP) and inspections, including providing consistent templates, document review, guidance and standard operating procedures (SOP); prepares and submits required regulatory reports; and coordinates program audits with regulators, as needed.

Provides technical assistance, guidance, support, and advice regarding water quality, stormwater management, green infrastructure and the MS4 stormwater program: interacts and communicates with other City staff, consultants, developers, contractors, general public, regulatory agencies and other professionals on various technical issues; prepares and presents information to the general public, advisory committees, and city council; represents the City at meetings and participates in committees or work group activities as assigned by supervisor; coordinates requirements of the MS4 Stormwater Program areas and other stormwater programs when overlap occurs.

Operates and maintains a variety of tools, equipment, and supplies to complete essential functions such as shovels, probing rods, water quality sampling and testing equipment, grate and manhole hook, gas monitors, and other tools, equipment, and supplies.

Maintains a current, comprehensive knowledge and awareness of applicable laws, regulations, principles, trends, advances, technology, and practices relating to water quality and stormwater management; maintains certifications; and attends meetings, workshops, conferences, and training sessions as required.

Assists in developing budget for the division: recommends and forecasts budget allocations for staff, equipment, materials, supplies, and other expenditures; and monitors expenditures to ensure compliance with approved

budget.

Communicates with supervisor, subordinates, other City employees, contractors, vendors, engineers, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; maintains good written and verbal communication skills to respond to a multitude of phone calls and e-mails from the public concerning stormwater issues. Does so in a timely and courteous manner.

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, engineering plans and calculations, regulatory records and reports, timesheets, system and operational reports, contracts, inspection reports, laboratory results, and other documentation; complies data for further processing or for use in preparation of department or division reports; and maintains computerized and/or hardcopy records.

Demonstrates a thorough knowledge and background in stormwater engineering and/or management as well as stormwater programs and rules in order to provide the technical assistance and training aspects of this position.

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:

Bachelor's degree in Environmental or Civil Engineering, Landscape Architecture, Environmental Science, Chemistry, Biology or a closely related field required; supplemented by five years of stormwater management experience related to water quality, to include three years of lead or supervisory experience; or any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid NC driver's license. Will be required to obtain (within twelve to eighteen months of hire) and maintain the following additional certifications or licensures: Stormwater BMP Inspection and Maintenance Certification, Surface Water Identification Training and Certification, and Level I and II Erosion & Sediment Control Certification or other relative certifications.

Specific License or Certification Preferred: Professional Engineer's or Landscape Architect's license. Licenses must be registered in the State of North Carolina.

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 act as a first-line supervisor, including instructing, assigning, and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

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; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, basic geometric principles and calculations, advanced statistics, advanced mathematics and calculus principles.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable criteria.

ADA Compliance:

Physical Ability: Primary tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds) and/or extended periods of time at a keyboard or workstation. Occasional tasks in the field require very moderate physical effort, typically involving some combination of balancing, climbing, negotiating uneven terrain, crawling, crouching, bending or twisting, and may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (25-50 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, rain or snow, fumes, temperature and noise extremes, smoke, water hazards, toxic agents, confined spaces, machinery, vibrations, traffic hazards, bright/dim lights, animal/wildlife interactions, pathogenic substances, or rude/irate customers.