ASHEVILLE, NORTH CAROLINA

Classification Specification

Program Manager, Stormwater
Job Code: 4290
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to ensure compliance with local, state, and federal stormwater management, water quality, floodplain management, and related construction standards, to assist in planning, coordinating, and managing stormwater construction and maintenance projects, and to supervise day-to-day operations and staff involved in managing, coordinating, and inspecting stormwater construction and maintenance projects.

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.

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.

Serves as the City's Stormwater Program Manager: provides technical expertise and guidance regarding stormwater management, water quality, floodplain management, and related construction standards and practices, as well as legal issues of liability; monitors changes and updates to regulatory rules and requirements; reviews, analyzes and presents staff reports regarding additions and changes to policies that impact future project design and implementation of stormwater maintenance; and develops, updates, and implements procedures, guidelines, practices, and program manuals to ensure compliance with local, state, and federal rules, regulations, laws and ordinances.

Plans stormwater projects: identifies and plans projects; reviews project designs and plans prepared by consultants for compliance; makes recommendations regarding corrections and deviations to designs and plans; identifies and coordinates project scope, critical path tasks, and project timelines for multiple projects and designs.

Provides engineering design services for smaller stormwater projects: designs and redesigns stormwater systems and other special projects, as assigned; reviews and analyzes hydrology studies and incorporates results into designs; manages files; manages risks; and develops standards for implementation of projects.

Coordinates stormwater construction and maintenance contracts and projects: monitors contract compliance and project progress, such as budget, schedules, work quality, professional standards etc.; analyzes and adjusts project priorities as needed; coordinates work activities with consultants, contractors, public interests, community groups and users, and City staff; and coordinates and ensures acquiring of and compliance with easements, standards and practices of design, engineering rules and regulations, National Pollutant Discharge and Elimination System (NPDES) and environmental approvals; and determines acceptance of final project.

Serves as program and project liaison to the public: solicits input and feedback; coordinates public relations and education activities; responds to inquiries; makes presentations to neighborhood and civic groups; and assists in developing press releases, as needed.

Communicates with City officials, supervisor, subordinates, other City employees, consultants, 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, engineering drawings and specifications, engineering and surveying proposals for professional services, technical papers and reports, budget and financial reports and analysis, various regulatory agency rules and regulations, engineering plans, policy analysis, hydrology studies, floodplain analysis, staff and workforce reviews and reports, 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:

Bachelor's Degree in Engineering or a related field required; supplemented by five years of experience in stormwater system and infrastructure design and project management, to include lead or supervisory experience; 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. Must possess and maintain Professional Engineer 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 function in a managerial capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.

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, advisory and/or design 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, and basic geometric principles and calculations.

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 the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: 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). Tasks may involve extended periods of time at a keyboard or workstation.

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

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

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.