

McCordsville

ESTD  1988

INDIANA

Job Description

Title: Stormwater Foreman

Department: Engineering

Supervisor: Town Engineer

Status: Full-time, non-exempt, Monday-Friday 8am-4pm

Job Summary:

The Stormwater Foreman is responsible for overseeing the daily operations and management of stormwater maintenance and construction activities within the municipality. This includes managing stormwater infrastructure, and working to prevent erosion, flooding and water quality issues. The Foreman will also manage and ensure compliance with the Indiana Department of Environmental Management (IDEM) Notices of Construction Stormwater General Permit (CSGP) and related stormwater permits, as well as ensure all stormwater systems are maintained according to town standards.

Key Responsibilities:

- **Project Development:** Develop project recommendations for the installation, repair, and maintenance of stormwater infrastructure, including drainage systems, retention ponds, culverts, inlets, and other related systems.
- **Project Management:** Ensure that stormwater projects are completed on time, within budget, and in compliance with municipal and regulatory standards. Report project progress to supervisors and make recommendations for improvements.
- **IDEM CSGP Compliance:** Manage and maintain compliance with the Indiana Department of Environmental Management's (IDEM) Notices of Construction Stormwater General Permit (CSGP) for construction projects. This includes filing required notices, ensuring erosion and sediment control measures are in place, conducting inspections, and maintaining appropriate documentation.

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- **Inspection and Maintenance:** Conduct regular inspections of stormwater systems and related infrastructure to identify issues and ensure proper functionality. Oversee repairs and maintenance to prevent flooding and erosion.
- **Training and Development:** Provide guidance and training on stormwater management techniques, equipment operation, environmental practices, and IDEM CSGP requirements. Foster teamwork and a culture of accountability.
- **Safety Compliance:** Ensure that all crew members adhere to safety regulations and guidelines. Conduct safety meetings and ensure compliance with OSHA standards and municipality policies.
- **Recordkeeping and Documentation:** Maintain accurate records of work performed, equipment usage, materials used, IDEM permit compliance, and other related documents. Prepare daily reports on crew activities, project statuses, and any issues encountered.
- **Collaboration:** Work with other municipal departments, contractors, and regulatory agencies to coordinate stormwater projects and ensure compliance with local, state, and federal regulations, including IDEM's stormwater management requirements.
- **Environmental Stewardship:** Monitor and promote best practices in stormwater management to protect water quality, prevent erosion, and preserve natural resources.
- **Certifications (desired, not required):**
 - Erosion Control or Stormwater Management certification or training.
 - IDEM CSGP-related training or certification.

Skills & Experience

- Minimum 2 years of experience in stormwater maintenance, construction, or a related field.
- High school diploma or equivalent required.
- Certification or training in stormwater management or related field (e.g., Erosion Control, MS4) is preferred.
- Ability to read civil site plans
- Familiarity with infrastructure construction practices
- Proficient with the Microsoft Office Suite (Outlook, Word, Excel);

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- Strong knowledge and experience with computers and the internet;
- Articulate, pleasant, and dependable;
- Solid work ethic and capacity to multi-task;
- Strong communication skills;
- Problem solving skills;
- Ability to work independently and prioritize work requests efficiently;
- Well-organized and accommodating to changing priorities and deadlines;
- Technical writing skills; and
- Ability to work effectively with limited supervision;

Physical Requirements:

- Ability to lift up to 50 lbs.
- Ability to work in various weather conditions, including extreme heat, cold, and rain.
- Ability to stand, walk, bend, and climb for extended periods.
- Ability to work in confined spaces and navigate rough or uneven terrain.

Benefits

- Starting pay is \$28.00 per hour DOQ
- Enrollment in the Public Employee's Retirement Fund (Town pays employee contribution)
- Health (medical, vision, dental) and Life Insurance
- Free Health Clinic
- Paid Time Off- Prorated @ 13.33 hours/ month year 1; 160 hours after first year (anniversary date)
- 14 paid holidays per year
- Short-Term & Long-Term Disability
- Paid training and certifications
- Inquire for a full list of benefits

Town of McCordsville is an Equal Opportunity Employer.

Send resumes to Tim Gropp at tgropp@mccordsville.in.gov by 4pm on May 15th. *No phone calls please.*