

## Job Posting - Wastewater Utility Department

*City of Warsaw / An Equal Opportunity Employer*

Position	Classification	Status	Anticipated Hourly Wage
Stormwater Coordinator	PAT	Full-Time / Monday-Friday / 7:00AM – 4:00PM	\$24.76 - \$27.91

*The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process; and constitutes the context for incumbent job performance and evaluation. To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations made be made to enable individuals with disabilities to perform the essential functions.*

**Summary** - Incumbent serves as **Stormwater Coordinator** for the City of Warsaw Wastewater Utility, responsible for all activities and programs relating to Stormwater compliance as required by local ordinances, state or federal requirements.

**ESSENTIAL FUNCTIONS** - Manages environmental compliance programs including stormwater, industrial, UST, construction through permits, and spill prevention control, and countermeasure programs. Prepares and submits reports and notifications to federal and state agencies. Interprets and communicates environmental requirements as a subject matter expert to elected officials, department heads, legal, and other stakeholders. Develops and implements standard operating procedures, forms, reports, and trainings for construction, industrial, and municipal operations. Drafts, reviews, and updates required stormwater documents (stormwater quality management plans, illicit discharge detection and elimination plan, stormwater pollution prevention plans, etc.). Drafts, reviews, and updates local stormwater ordinance for adequacy and accuracy. Enforces local stormwater ordinance. Leads stormwater environmental incident investigations and remediation plans. Conducts construction site inspections per the state's Construction Stormwater General Permit. Conducts internal audits on operating facilities and communicates required corrective actions. Maintains storm sewer system and waterways maps on the city's GIS system. Oversees stormwater capital projects. Prepares and submits budget guidance documents and capital improvement plans. Coordinates with local agencies and organizations, as required. Performs related duties as assigned.

**SKILLS/KNOWLEDGES** – Bachelor's degree in biology, soil science, environmental science or related field, or equivalent combination of education and experience with developing and maintaining system control or standard operating procedures.

Knowledge and basic understanding of IDEM and EPA sanitary sewer, combined sewer and stormwater regulations, and ability to make practical application of such. Knowledge of IDEM applicable stormwater permits and regulations. Knowledge of basic hydrology, water resources, drainage and site design requirements. Ability to supervise assigned personnel, including delegating work assignments, providing training, and monitoring employee performance to ensure tasks are completed properly, effectively, and efficiently.

Working knowledge of department and standard office policies and procedures, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations. Knowledge of Standard English grammar, spelling and punctuation and ability to utilize a wide variety of reference, descriptive, advisory, consulting and design data and information, and prioritize, classify and analyze data.

Ability to operate standard office equipment, including computer, GIS mapping and database, fax machine, copier, telephone, engineering scale, surveying equipment, and calculator. Ability to understand, memorize, retain, and carry out written or oral instructions, and present findings in oral or written form. Ability to understand and follow written and oral instructions, and present findings in oral or written form, ability to plan and layout assigned work projects. Ability to work alone and with others in a team environment. Ability to work on several tasks at the same time and complete tasks effectively amidst frequent distractions and interruptions. Ability to occasionally work extended evening and/or weekend hours, and occasionally travel out of town for training, sometimes overnight. Ability to serve on a 24-hour call and respond swiftly, rationally and decisively to emergency situations. Ability to effectively communicate with co-workers, including being sensitive to professional ethics, gender, cultural diversities and disabilities. Ability to physically and safely perform assigned duties. Ability to provide public access to or maintain confidentiality of department information and records according to department and city policy. Ability to maintain personal composure and tact during difficult situations. Ability to comply with all employer and department policies and work rules, including but not limited to attendance, safety, and apply OSHA safety regulations applicable to work performed, drug-free workplace, and personal conduct.

**WORKING CONDITIONS/PHYSICAL EFFORT** - Incumbents work is reviewed for technical accuracy and compliance with legal requirements. Errors in incumbent work are usually prevented through procedural safeguards and are readily detected through supervisory review. Undetected errors may result in loss of time for correction, inconvenience or work delays for co-workers and projects. Incumbent performs standard, recurring duties requiring application of well-established guideline and standard requirements of IDEM Rule 13, and local, state and federal requirements. Incumbent maintains frequent contact with co-workers, other City departments, and the public for purposes of exchanging information. Incumbent reports directly to the Utility Manager. Incumbent performs duties in an office environment, involving sitting for long periods, standing/walking for long periods of time, close/far vision, depth perception, crouching/kneeling, speaking clearly. Incumbent also performs inspections involving driving to/from inspection sites, standing/walking on uneven terrain, climbing ladders, lifting/carrying objects weighing less than 50 pounds, crouching /kneeling, reaching, bending, observing processes near moving mechanical parts and in high places, and exposure to inclement weather conditions, wet/humid conditions, fumes, or airborne particles, toxic or caustic chemicals, vibration, traffic and normal hazards associated with construction sites. Safety precautions must be followed at all times to prevent injury to self and others.