



Deputy Director - Stormwater Stormwater

JOB SUMMARY

This position is responsible for directing the city's Stormwater management operations.

MAJOR DUTIES

- Directs the city-wide Stormwater management program; coordinates watershed master planning updates; ensures compliance with National Pollutant Discharge Elimination System (NPDES) Phase II program requirements and with the stream protection program.
- Assigns and directs the work of subordinates engaged in the operations and maintenance of the city's drainage infrastructure.
- Prepares periodic regulatory compliance reporting to state agencies on Clean Water Act activities.
- Reviews procedures and makes appropriate changes to ensure continuous and efficient operations.
- Coordinates with consultants and contractors in the implementation of the city watershed management program.
- Manages the city's water pollution public education and outreach programs.
- Responds to citizen complaints and concerns; provides information and resolves problems.
- Assists in the collection of water quality sampling data for the city's long-term monitoring program.
- Prepares budget requests and manages assigned budgetary funds.
- Works with the city Floodplain Administrator to ensure compliance with the Federal Emergency Management Agency (FEMA) Community Rating System (CRS).
- Supervise division construction and maintenance activities.
- Reviews engineering designs and specifications on construction projects submitted to the city for permitting.
- Hires, trains, assigns, directs, supervises, evaluates and disciplines personnel.
- Manages the Stormwater Utility Fund.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of state and federal environmental regulations related to Stormwater management.
- Knowledge of basic engineering.
- Knowledge of hydrology, biology and ecosystems.
- Knowledge of NPDES rules and regulations.
- Knowledge of supervisory principles and practices.
- Knowledge of project management principles.
- Knowledge of records management principles.
- Knowledge of erosion and sediment control management and pollution prevention guidelines.
- Knowledge of research principles related to municipal statistics and administration.
- Knowledge of computers and job related software programs.
- Skill in planning, organizing, directing and coordinating the work of personnel.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the interpretation and analysis of data and in the preparation of related reports.
- Skill in the supervision of personnel.

SUPERVISORY CONTROLS

The Director of Public Works and Utilities assigns work in terms of division goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include the Clean Water Act, the city code of ordinances, the Georgia Erosion and Sediment Control Act Manual, various NPDES permit requirements, watershed protection plans, and the Georgia Stormwater Management Manual. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and supervisory duties. The variety of tasks to be managed and strict regulations contribute to the complexity of the position.
- The purpose of this position is to direct the city's Stormwater management operations. Success in this position contributes to the efficiency and effectiveness of those operations.

CONTACTS

- Contacts are typically with co-workers, other city employees, elected and appointed officials, state and federal regulators, developers, engineers, consultants, contractors, vendors, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee occasionally lifts light and heavy objects, and distinguishes between shades of color.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Stormwater Superintendent (1), Environmental Technician (1), Watershed Protection Specialist (1) and Arborist (1).

MINIMUM QUALIFICATIONS

- A baccalaureate degree in a course of study related to the occupational field such as Biology, Environmental Service or Engineering.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.