

STORMWATER MANAGER

General Statement of Duties

Manage the operations of the Stormwater Division, the Stormwater Program and Utility; develop and administer the Stormwater Capital Improvement budget and Stormwater Program; coordinate with the other Divisions regarding the operation and maintenance of the stormwater drainage system; interact with engineers, contractors, and the public; administers contracts; Implement and enforce stormwater ordinances; supervise, direct, and evaluate the performance of staff; delegate work assignments; keep abreast of applicable State and Federal regulations; review stormwater engineering plans and calculations, establish and maintain a working relationship with consultants, contractors, government officials, and the public.

Work includes extensive contact with the general public, government agencies, and Town Staff. Work will also include the preparation and delivery of various environmental ordinances and Stormwater Program attributes to the Town's Board of Alderman.

This position works under the general supervision of the Public Services Director.

Distinguishing Features of the Class

The employee in this class performs highly professional managerial work in the planning and directing of the Town's Stormwater Program, Stormwater Utility, and administration of the Stormwater Capital Improvement program. Employee is essential in the development of Town stormwater ordinances.

The employee exercises considerable independent judgment and technical expertise in application of advanced engineering knowledge to the management of complex stormwater management activities. Supervision is exercised over a staff of professional, technical and clerical employees assisting in various phases of Division operations.

Duties and Responsibilities

Essential Duties and Tasks

Performs advanced technical work in the development of the Town's Stormwater Ordinances.

Directs and supervises the Stormwater Division, the Stormwater Management Program, and the Stormwater Capital Improvement Program.

Develops and maintains the budget and financial management of the Stormwater Division and Capital Improvement Program.

Supervises and coordinates the monitoring and evaluation of stormwater discharges to the surface waters of the Town of Kernersville, including interpreting and reporting surface water quality data.

Conduct inspections of potential pollution sources from illicit connections to storm sewers.

Develop, implement and enforce the Town's stormwater codes and ordinances.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance; provides for proper employee training; and establishes training goals and objectives.

Coordinates stormwater management activities with other local, state and federal agencies, citizens, developers, engineers, environmental organizations and other interest groups.

Maintains the computer databases of the Division: Capital Improvement Program, stormwater system inventory, inspections, etc.

Responds appropriately to issues, complaints, or concerns brought forth by citizens or officials relating to environmental and drainage concerns.

Provides technical and informational assistance to the development community and general public on Stormwater Division Programs.

Keeps abreast of applicable state and federal regulations, and changes thereto.

Performs related work as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Comprehensive knowledge of scientific theories, principles and practices of environmental and civil engineering.

Comprehensive knowledge of the engineering principles, calculations, and technical methods involved in erosion and sediment control, stormwater management, and construction standards and specifications.

Comprehensive knowledge of local, state, and federal rules and regulations pertaining to water resource management, and ability to enforce water management ordinances, laws, and regulations with firmness, tact and impartiality.

Considerable knowledge of public administration practices, techniques, standards, and managerial operations.

Working knowledge of legal processes involved in encroachments, ROW agreements and land acquisitions.

Ability to direct and coordinate comprehensive water management programs, in accordance with established regulations and ordinances, to achieve desired goals and objectives.

Ability to supervise the work of subordinates in a manner conducive to full performance and high morale.

Ability to communicate clearly and concisely, both verbally and in writing.

Ability to establish and maintain effective working relationships with subordinates, superiors and a variety of public and private officials.

Ability to understand and follow complex written and oral instructions, ability to understand and follow written Town Ordinances, Standard Specifications, and State/Local Codes.

Ability to organize and supervise project assignments, to obtain and apply data, and to analyze and process such information.

Advanced ability to interpret and comprehend complex blueprints, engineering plans, and specifications.

Ability to maintain records and prepare clear and concise reports.

Other Abilities

Thorough knowledge of PC operating systems.

Thorough knowledge of office software packages; Microsoft Access, Excel, Power Point and Word.

Thorough knowledge of GPS and field computer systems and operating software.

Physical Requirements

Must be able to physically perform the basic life operational support functions of climbing, balancing, stooping, kneeling, reaching, crouching, standing, walking, grasping, fingering, talking, hearing, seeing and repetitive motion.

Must possess the visual acuity to compile and compute data and statistics, operate a computer, do extensive reading and recognizes basic colors.

Desirable Education and Experience

Minimum: Bachelor's Degree in Engineering or Environmental Science or equivalent and five (5) years of progressive professional experience or a combination of education and experience.

Special Requirements

Certified Stormwater Manager (CSM), or a Professional Engineer licensed to practice in North Carolina.

Possession of a valid North Carolina drivers' license with an acceptable driving record.

Fair Labor Standards Act (FLSA) Status

Exempt

2017