

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Stormwater Utility Manager

Department: Environmental/Public Works

Pay Grade: 515

FLSA Status: Exempt

Job Code: E703

JOB SUMMARY

The purpose of this classification is to manage the City of Roswell Stormwater Management Utility, both regulatory and field operations, for the City of Roswell; performs technical, field and administrative work regarding the City's stormwater management and educates and informs citizens regarding water quality issues. Work is performed under the general supervision of the Environmental/Public Works Director or Deputy Director.

ESSENTIAL JOB FUNCTIONS

- Implements the Stormwater Management Plan and Program, including coordinating and ensuring compliance with the Municipal Separate Storm Sewer System (MS4) NPDES Permit and the Metropolitan North Georgia Water Planning District (MNGWPD) Watershed Management Plan. Responsible for the completion of the NPDES Annual Report to the Georgia Environmental Protection Division.
- Required to have specific knowledge based on inspections and field analysis regarding the Capital Improvement Projects (CIP); evaluates the projects using the CIP matrix criteria and analyzes the costs and recommends priority based on these factors; maintains the Capital Improvement Project (CIP) list. Participates in CIP planning and recommends projects for placement in the upcoming fiscal year and the five year planning budget.
- Manages the annual stormwater capital projects including development of the budgeting, project administration, inspection, management and project close-out; coordinates with other department staff/engineers and engineering consultants.
- Manages all field activities and personnel related to stormwater management. Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors work activities and inspects completed work; confers with assigned staff, assists with complex/problem situations, and provides technical expertise. Responsible for establishing and meeting the

goals of system wide inspections and maintenance, workloads, work accomplished and efficiencies for the stormwater service crews.

- Provides internal training to the Stormwater IDDE Inspector, Stormwater Construction Specialist, Stormwater MS4 Permit Specialist, and Stormwater Maintenance Supervisor on proper assessment of stormwater infrastructure. Creates and maintains a set of Standard Operating Procedures and Practices for all work performed in the Stormwater Service Division. Prepares periodic reports on system condition, supply inventory, and training needs.
- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Prepares and implements an asset management program to assist the Finance Department with GASB 34 standards. Develops a regular maintenance program for the stormwater pipe system.
- Participates in budget planning and completion of the annual budget; monitors expenditures to ensure compliance with the approved budget; processes supply and equipment requisitions.
- Interprets, explains, applies, and ensures compliance with provisions of City ordinances pertaining to stormwater and water quality protection. Issues citations for stormwater ordinance violations when necessary. Educates and provides technical assistance regarding stormwater policy and procedure to citizens with questions, concerns and complaints.
- Extensive public contact required regarding Stormwater Management program goals, public education and information; high understanding of stormwater issues required when responding to citizen issues; assuring responsiveness to complaints.
- Assists in finding and resolving water quality issues: performs field investigations of water resource problems.
- Assists in coordinating emergency response to spills or accidents: notifies water treatment facilities or state and federal authorities; samples and diagnoses contaminants; investigates and troubleshoots drainage problems to prevent flooding.
- Inspects detention ponds throughout the City of Roswell. Records findings and reports maintenance requirements to the detention pond owners. Maintains a list of qualified Lakes and Ponds Contractors for distribution to detention pond owners.
- Follows safety procedures, reports unsafe activities and conditions, utilizes safety equipment and monitors work environment to ensure safety of employees and other individuals.
- Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, regulations. Conducts research and maintains an awareness of new issues, methods, equipment, trends, and advances in the profession. Reads updates and other professional literature. Maintains professional affiliations. Participates in continuing education activities, attends meetings, conferences and workshops.
- Serves on committees and makes presentations as needed. Participates on review boards, policy committees, safety committees and other committees.
- Represents the department at community events.
- Operates a personal computer.
- Assists with staff and administrative responsibilities.
- Performs other related duties as required.

- Exercises initiative in setting priorities and making work assignments, in accordance with established principles.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a Bachelor's Degree with three (3) years of related experience in stormwater, construction, engineering, water resources; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Possession of or the ability to obtain certification as a Stormwater Manager or Environmental Stormwater Professional within one (1) year of employment.
- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).
- Possession of or the ability to obtain and maintain Erosion and Sediment Control Level II license within six months of employment.

Special Requirements:

- Stormwater System construction and project management experience preferred.

Knowledge, Skills and Abilities:

- Knowledge of the Metro North Georgia Planning District Watershed Plan preferred.
- Knowledge of topography, hydrology and hydraulics is preferred.
- Knowledge of surveying equipment and principles, GIS mapping tools and software is beneficial.
- Knowledge of the development process, watershed principles and habitat management are beneficial.
- Ability to understand hydrology, including calculations for flows, pipe sizes, etc.
- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to apply principles of persuasion and/or influence over others in a supervisory capacity. Requires regular interaction with the public.
- Ability to use, operate, calibrate, and maintain complex water testing equipment that requires advanced training.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

PHYSICAL DEMANDS

The work is light work which requires the ability to exert very moderate effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-25 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature extremes, hazardous materials, toxic agents, animal/wildlife attacks, water hazards, pathogenic substances, or rude/irate customers.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.