

WVSA POSITION DESCRIPTION

Director of Stormwater Management

The Director of Stormwater Management Program is responsible to coordinate the Municipal Authority's Stormwater Management Program. Under the direction of the Executive Director, the Director oversees the stormwater management program to insure compliance with the requirements of the MS4 Permits held by WVSA and/or partner municipalities and other federal, state, and local regulations regarding stormwater. Plan, organize and administer the permitting, monitoring, inspection, enforcement, pollution prevention, and data management activities of the Stormwater Program in accordance with federal, state and local laws and MS4 Permit. When appropriate, coordinate the investigation of storm water run-off, industry related storm water quality and water quality problems, complaints and violation of the MS4 Permit and related to storm water regulations, initiate and conduct site visits and communicate with property owners and recommend solutions and/or mitigation measures; coordinate preparation of violations as necessary.

The Director has direct responsibility for the activities over the administration, operation, maintenance and business functions of WVSA's Stormwater Management Program in accordance with engineering standards and Federal State and Local regulations. Supervision is exercised over Departmental supervisors responsible for the operation, administration, maintenance, field maintenance and laboratory activities. The Director plans, supervises, coordinates and directs various Division functions under the policy direction of the Executive Director. Assignments are received and administered orally and in writing.

Essential Job Responsibilities and Functions:

- Furnish technical advice to WVSA Directors as required.
- Established standards and issues general instruction for the stormwater program activities. Advises subordinates on major operating and engineering problems encountered.
- Plans and lays out training courses for all levels of personnel engaged in stormwater activities.
- Inspects facilities regularly.
- Develops an annual stormwater operating budget and develops long-range plans.
- Reviews and approves all reports and records.
- Prepares special reports as required.
- Evaluates and enhances the operational performance of all stormwater facilities.
- Keeps records and makes reports of facility activities, is responsible for budgetary and personnel activities and established department policy and procedures.
- Performs other duties as assigned by supervisory personnel.

- Has comprehensive knowledge of Federal, State and local regulations pertaining to the stormwater industry.
- Has comprehensive knowledge of principles, practices, equipment, material and operating procedures for stormwater infrastructure, including BMP's
- Has the ability to plan, assign, supervise and inspect the work of the Stormwater Department personnel.
- Demonstrates the ability to maintain records and prepare reports.
- Establishes and maintains an effective working relationship with supervisors, co-workers and the general public.

Program Coordination:

- Coordinates assigned program activities with those of other MA and Municipal departments and staff as well as federal, state, and local agencies to meet program goals and objectives; coordinates data, resources, and work products as necessary and upon request in support of an effective Stormwater Management Program.
- Participates in the development and implementation of program goals, objectives, policies, procedures, and prioritizes; analyzes program requirements and prepares policy recommendation on various functions and operations pertaining to stormwater regulations; makes necessary changes in procedures to meet regulatory requirements; ensures Program-wide compliance with requirements, researches and interpretes proposed environmental legislation, lawsuits, and actions by other municipalities for potential impact to MA Programs and policies.
- Coordinate with proper WVSA directors and coordinates for the use of field crews to ensure provision of emergency services. Oversees planning, Design, construction and operation of stormwater projects undertaken by WVSA.

Administrative:

- Prepares, administers, and monitors assigned program budget(s) and fiscal activities; tracks expenditures; monitors current benefit assessment revenue and investigates other potential funding sources; oversees preparation of requests for proposals and purchase orders; administers service contracts for activities related to the program.

Compliance and Enforcement:

- Directs, assigns, and monitors the work of field inspection personnel and private contractors responsible for maintaining LBMP's and providing emergency services for BMP's installed on private property, responding to illicit discharges, and other duties related to the stormwater program.

- Develops educational material regarding maintenance of the device and annual reminders to all owners of the devices; coordinates follow-up inspections and enforcement actions as needed; researches and reviews new methods and technologies for mitigating stormwater runoff.
- Investigates, directs and assigns response or responds to citizen requests and complaints pertaining to stormwater regulations; determines and implements corrective actions; may issue notice of violations and/or citations as required to enforce stormwater regulations.
- Investigates and implements appropriate actions in response to reports of illegal discharges that enter the storm drain system; coordinates with other agencies and obtains outside contractor assistance for necessary cleanup.
- Provides oversight of a training program for municipal staff relative to minimum control measures, annual MS4 Status Reports and the like.

Public Education:

- Attends WWSA Stormwater Committee and/or WWSA Board meetings to provide updates and recommendations for the adoption of program guidance policies and other rates, rules, regulations and credit policies.

Position Purpose

This position will supervise Authority staff assigned to perform duties for the Stormwater Program. Supervision of this position is received from the WWSA Executive Director

Qualifications

EDUCATION AND EXPERIENCE:

Preferences

Ability to manage multiple project/tasks, to provide close attention to detail, utilize creativity, adapt to a constantly changing environment, meet frequent deadlines, maintain a high level of decision making, establish own goals, work closely and effectively with WWSA staff and officials, Municipal Steering Committee and the General Public, maintain a high level of record keeping/routine paperwork.

- B.S Degree in civil, chemical, biological engineering, wastewater management, environmental science or closely related field.
- Ten (10) years of increasingly responsible experience in the field of stormwater management
- Valid PA Class C drivers license or equivalent.

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Administrative duties require the use of computers for various job functions.
- Employee is subject to varied work conditions in and out of doors, including noise, fumes, hazardous materials and inclement weather.

Agreement and Acknowledgement to this Position

Employee acknowledgement/date: _____

Signature/Date

Approved _____ Dept. Head _____ Pres.Dir. _____ Date _____