



CLASS SPECIFICATION

CLASS TITLE: STORMWATER PROGRAM COORDINATOR

DEFINITION:

To organize, coordinate, and supervise the City's Stormwater Program and staff; implement the National Pollutant Discharge Elimination System (NPDES) Storm Water Permit issued by the State Waterboard; implement and enforce permit provisions to ensure compliance; support assigned City projects; to act as program manager and conduct liaison activities as a representative of the City's interests with other agencies and supporting departments; direct, coordinate and monitor the work of assigned staff and perform a variety of complex technical, administrative, and programmatic work in support of Stormwater & Floodplain programs.

DISTINGUISHING CHARACTERISTICS:

The Stormwater Program Coordinator is a supervisory-level classification in the Development Section of the Public Works Department. Under general direction, the incumbent exercises independent judgment in planning, organizing, supervising, reviewing, and performing analysis for program management.

Positions at this level are distinguished from technical-level classes within the series by the level of responsibility assumed, complexity of duties assigned, and independence of action taken.

The Stormwater Program Coordinator is distinguished from the Senior Civil Engineer by the latter being responsible for the management of multiple sections.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the division manager or their designee.

Provides direct supervision to technical staff.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Lead and oversee permit compliance and implementation of Stormwater Management Program.
- Monitor ongoing program and/or project activities including review of plans for assigned projects, coordination with applicants and staff, and site inspection for City compliance with NPDES Permit for Stormwater and Illicit Discharges.
- Onboard, supervise, train, schedule and evaluate program staff.
- Represent the City with external agencies, boards, and other City departments.
- Provide recommendations for the implementation of program goals, objectives, priorities, policies, and practices.
- Participate in the development, administration, and monitoring of Stormwater related budget and fiscal activities; track expenditures and administer contracts; project future funding needs;

EXHIBIT A

identify appropriate and available funding sources; respond to questions regarding appropriate uses of funding; maintain relevant records and documentation.

- Lead, coordinate and monitor submittal of mandated reports including FEMA and Waterboard requirements; gathering, analyzing and reviewing pertinent data to ensure compliance.
- Lead coordination efforts for training on NPDES permit provisions.
- Support process improvements within the Public Works Department.
- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of storm water management.
- Principles, practices, and techniques of program and project management and administration, personnel management, supervision and training.
- Principles and practices used in, negotiations, and contract administration.
- Methods and techniques used in customer service and public relations.
- Proper and efficient record-keeping procedures and office operations.
- Basic building construction principles.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Supervise, train, and evaluate staff.
- Plan, organize, direct, coordinate, and evaluate assigned projects.
- Work collaboratively with internal and external entities to achieve desired programmatic goals.
- Understand, interpret, and apply administrative policies and procedures as well as pertinent federal, state, and local laws, codes, and regulations.
- Coordinate and participate in the development and administration of program goals, objectives, and procedures.
- Research, analyze, and formulate recommendations, work plans, and activities regarding planning, technical, and administrative issues.
- Schedule, organize, and prioritize timelines and schedules for self and others in an effective and timely manner.
- Prepare clear and concise complex technical documents, presentations and reports.
- Communicate clearly and concisely, both orally and in writing, comprehend and make inferences from materials.
- Prepare training programs and conduct classroom instruction for diverse groups.
- Effectively represent the City's interest at public meetings related to stormwater prevention programs.
- Exercise sound independent judgment within established guidelines.
- Operate and use modern office equipment and technology, including computers and related software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXHIBIT A

- Contribute effectively to the accomplishments of City goals, objectives, and activities.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge, skills, and abilities would be:

Possession of the equivalent of an associate's degree with coursework in stormwater management, environmental science, water resources, engineering, biology, or another field of study applicable to the responsibilities and requirements of this job class. Possession of a bachelor's degree is desirable.

Three (3) years of progressively responsible experience performing program management and/or project coordination duties in water pollution control, environmental analysis, or a related field.

Special Requirements:

Possession at time of hire and continued maintenance of a valid California Class C driver's license is required.

State certifications as a Qualified Stormwater Pollution Prevention Plans (SWPPP) Developer/Practitioner (QSD/QSP) or underlying certifications of Certified Professional in Erosion and Sediment Control (CPESC), Certified Erosion, Sediment and Stormwater Inspector (CESSWI), Certified Professional in Stormwater Quality (CPSWQ) are highly desired.

Working Conditions:

Work may be performed in a typical outdoor environment on a year-round basis, subject to typical field noise and exposure to loud equipment and machinery. Positions may be required to work outside of normal business including evenings and weekends to respond to emergency situations.

Employment Type: Full-Time Classified

Bargaining Unit: NCEA

FLSA Status: Non-Exempt

Established: TBD