

MAJOR FUNCTION

This is professional and administrative work involving program planning, and policy and process development necessary to design, operate and maintain the City's Stormwater Quality Enhancement Program. Work is performed under the general direction of the Manager-Stormwater Management and requires considerable independent deductive judgment and initiative. Work is reviewed through reports, observation and results achieved.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Develops program plan that sets out the activities, schedule, and financial planning necessary to quantify local water quality problems and the fiscal impact to make desired corrections. Trains, monitors and provides technical supervision to staff in collecting, managing and interpreting data necessary to develop action plans and recommendations for the City's Stormwater Quality Enhancement Program. Develops and manages the Program's capital improvement plan. Coordinates with National Pollutant Discharge Elimination System Compliance program. Prepares and administers the work unit's capital and operating budgets. Prepares and presents written and oral reports as required. Attends meetings of the City Commission and meetings of related boards or committees. Performs special projects as assigned. Recommends the hire, transfer, promotion, discipline, grievance adjustment and discharge of unit employees. Conducts performance evaluations and recommends the approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

Provides information to City staff, the City Commission and the general public relating to water quality enhancement initiatives. Prepares City Commission agenda items. Attends hearings, seminars, and workshops in order to keep abreast of water quality planning issues, initiatives and requirements. Identifies developmental opportunities for staff and coordinates attendance at same. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of the principles and practices of water resource engineering and planning. Considerable knowledge of laws and regulations relating to stormwater management and water quality. Ability to organize and administer a water quality enhancement program in accordance with accepted professional regulations, practices and standards. Ability to analyze difficult planning programs and to develop a positive course of action. Ability to make deductive judgments based on analysis of technical and/or financial data. Ability to establish and maintain effective relationships with subordinates, other agencies and the general public. Ability to direct the work of others and provide corrective criticism in a manner that is conducive to increased quality and productivity. Skills in data collection and interpretation, research and report writing. Skill in the use of microcomputers and associated programs and applications necessary to successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in civil or environmental engineering, hydrology or a field closely related to water resource management and five years of professional experience in civil engineering, environmental engineering, or water resource management; or an equivalent combination of training and experience. Two years of the required experience must have been overseeing or directing the work of others or in a lead worker capacity over others engaged in qualifying work listed above.

NOTE: Preference may be given to applicants who possess a professional registration such as, but not limited to, Professional Engineer, Professional Hydrologist or Professional Geologist.

Established: 12-15-98
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01-15-10*
02-05-14