

**MAJOR FUNCTION**

This is highly responsible managerial, professional, technical work directing, planning, coordinating and administering the City's Stormwater Quality programs such as surface water policy/program development, National Pollutant Discharge Elimination System (NPDES) compliance, City's Water Quality Sales Tax program, lakes and stormwater outfall monitoring, Impaired Waters Rule assessments, development of Total Maximum Daily Loads (TMDLs) and Basin Management Action Plans (BMAPS), and public education programs. Important contacts are required with the public, neighborhood groups, businesses, business groups, officials of county, state and federal agencies, and professional consultants. Duties are performed with considerable independence and discretion, requiring the exercise of extensive judgment and initiative in day-to-day operations. Work is performed under the general direction of the Manager-Stormwater Management and requires considerable independent deductive judgment, technical skill and initiative. Work is reviewed through conferences, analysis of reports, evaluation of completed projects and results achieved.

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

Plans, directs, trains, and supervises the work of professional staff assigned to the work unit. Develops a comprehensive program plan that sets out the activities, schedule, and financial planning necessary to quantify local water quality problems and to develop and implement 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 Programs. Manages the City's efforts related to the Impaired Waters Rule, Assessments, Total Maximum Daily Load (TMDL) development and Basin Management Action Plan (BMAP) processes. Develops and maintains Water Quality Program Plans. Reviews state and federal Water Quality Regulations, proposed legislation and rulemaking, and recommends strategic initiatives to best represent the City's interest. Develops and manages the Program's Water Quality Sales Tax Projects. Manages the National Pollutant Discharge Elimination System (NPDES) MS4 Program and ensures the City's adherence to the applicable rules/regulations. Manages the Lakes Monitoring Program and other special water quality monitoring initiatives. Directs the Think About Personal Pollution (TAPP) Program. Coordinates Water Quality Capital Project Production and continuously monitors grant opportunities and manages awarded grants within the Stormwater Management Division. Develops and administers the work unit's capital and operating budgets. Prepares and presents written and oral reports to internal and external bodies, 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, grievance resolution or discharge of subordinate personnel. Conducts performance evaluations and recommends 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 surface water quality enhancement initiatives. Attends, participates, and provides information and guidance to science advisory and environmental groups. Manages the City's Fertilizer Applicator Certification Program and community WQ workshops. Prepares City Commission agenda items. Attends hearings, board meetings, 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. Knowledge of laws and regulations relating to stormwater management and stormwater quality. Knowledge of the principles of supervision, training, and performance evaluation. Ability to organize and administer a stormwater quality enhancement program in accordance with regulations, practices and accepted standards. Ability to analyze complex 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 make detailed oral and written reports and communicate effectively, orally and in writing. 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, interpretation and research[CJ2]. Skill in the use of microcomputers and associated programs and applications necessary to successful job performance. Possesses management style and values that are consistent with the City of Tallahassee's mission and values.

**Minimum Training and Experience**

Possession of a bachelor's degree in civil or environmental engineering, environmental or water resource sciences, hydrology or a field closely related to water resource management and five years of professional experience in water resource management that includes program planning and policy interpretation; or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity.

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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