



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Storm Water Coordinator</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> <u>    </u> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Manager, Engineering</u> <u>Design and Construction</u>	<b>FLSA:</b> <u>Exempt</u>	<b>DATE:</b> <u>11/08</u>
<b>DEPARTMENT:</b> <u>PW-Design &amp; Construction</u>	<b>JOB CODE:</b> 3062	

### **DEFINITIONS:**

With supervision, works with all activities related to storm water including compliance, reporting, program development, committee membership, training, education, workshops, storm cleanup, and budget and policy development.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Plan, organize, and manage activities required by the National Pollutant Discharge Elimination System (NPDES). Manage the implementation of Best Management Practices (BMP's) outlined in the Phase II Permit for both County operations and private developments including but not limited to; membership/participation on various committees, compliance reporting development of permit programs, annual updates to the Phase II permit, and coordination with other governmental agencies related to compliance with storm water regulations, including the Army Corps of Engineers and their permits.

Ensure compliance with and update the Public Works Spill Prevention, Control, and Countermeasures plan (SPCC). Coordinate with other governmental agencies and manage the County's Stormwater Educator, attend storm water meetings, training sessions, workshops, stream clean-up activities, and various community events.

Assist with development and monitor storm water budget expenditures, assist in preparation of proposed capital and maintenance operating budget. Work with in-house engineering division on drainage projects for new/replacement culverts, low water crossings, bank

stabilization, permit acquisition, and for other drainage problems reported through the work order system.

Responsible for training construction inspection employees on storm water ordinance.

**KNOWLEDGE AND SKILL:**

1. Good reading comprehensions, ability to absorb large amounts of information and condense down to easily interpreted policy regulations.
2. Excellent oral and written communication skills required to interact with County citizens, City and State agencies, and County elected officials proficiently.

**MINIMUM QUALIFICATIONS:**

Civil or Environmental Engineering degree or a college degree in a comparable field and 2-5 years experience in storm water regulating or an equivalent combination of education and experience.

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature)