

# **CITY OF PULLMAN, WASHINGTON**

## **CLASS SPECIFICATION**

### **STORMWATER SERVICES MANAGER**

**2308**

#### **GENERAL PURPOSE:**

To plan, manage, supervise and coordinate the activities and operation of the Stormwater Services Program under the supervision of the Public Works Director. May supervise temporary or fulltime technical staff.

#### **CLASSIFICATION SUMMARY:**

To plan, manage, supervise and coordinate the activities and operation of the City's Stormwater Service Program, including implementation and administration of the City's NPDES Phase II Stormwater Management Program; administration of design work and inspection of regional, commercial and residential storm facilities; development and implementation of public education programs regarding water quality and pollution prevention; development and management of water quality and drainage enforcement policies and procedures; investigation and resolution of water quality and drainage complaints and inspection of private stormwater systems.

#### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Implement, administer and manage city ordinances, policies and activities to comply with the city's coverage under the Department of Ecology's Municipal Stormwater Permit.

Plan, organize and coordinate the daily activities of the Stormwater Program; coordinate maintenance operations, design review, investigation, inspection, and water quality programs related to public and private stormwater systems.

Develop and maintain guidance documents on use of Best Management Practices (BMPs) for commercial and residential activities; manage education program regarding pollution prevention and use of BMPs.

Develop, monitor and control the program budget, assuring proper resources are available to fund capital improvement projects, maintenance, inspection and water quality services.

Coordinate and participate in the development and updating of short- and long-range plans, including the city's Capital Improvement Plan; manage the review and approval of master plans prepared in support of special planning areas; review development applications for storm drainage and for conformance with city ordinances and policies, including design, calculations, and details of stormwater facilities.

Develop and review various engineering reports, feasibility studies, environmental documents, cost-of-service and rate studies and other deliverables.

Prepare and present reports, recommendations and studies to city staff, city council, at public hearings and meetings and to private agencies and groups.

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Represent the city in meetings involving other municipal governments and state and federal agencies; serve as liaison with federal, state and other agencies with respect to regulations and programs involving water pollution and stormwater and flooding issues.

Develop and maintain communications with the public, contractors and government agencies to receive complaints and suggestions, to provide information and explanations regarding city stormwater activities and projects, and resolve disputes and conflicts as needed.

Provide technical expertise and respond to complex questions; resolve conflicts and interpret various codes and ordinances; develop and revise procedures as needed.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of stormwater and environmental programs.

### OTHER JOB FUNCTIONS:

Perform other related duties and responsibilities as required.

### SELECTION FACTORS:

(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

#### Knowledge of:

- Modern principles, techniques and theories of stormwater management and control.
- Operations, policies and objectives of stormwater planning, code enforcement, facility maintenance and inspection.
- Comprehensive planning principles, practices, regulations and techniques, including development and updating long- and short-range plans.
- Technical knowledge of hydrology and hydraulics fields.
- Effective methods of organizing and utilizing data, equipment, personnel and resources.
- Principles and practices of local budget preparation and administration.
- Pertinent federal, state and local laws, codes and regulations.

#### Ability to:

- Develop specifications and coordinate service contracts.
- Develop, monitor and control the division budget.
- Communicate effectively both orally and in writing.
- Plan, organize and schedule work.
- Analyze situations accurately and adopt an effective course of action.
- Initiate creative improvements, manage change and stimulate collaborative problem solving.
- Prepare and deliver written and oral presentations.
- Work independently with little direction.

- Demonstrate positive and effective interaction with diverse individuals to accomplish a common goal.
- Interpret and apply federal, state and local policies, laws and regulations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

**MINIMUM QUALIFICATIONS:**

(Persons applying for a position of this class should have any combination of the following experience and training.)

A four-year degree in Engineering, Environmental Sciences, Natural Resources or related field; five years experience in stormwater programs or a related environmental field; or any equivalent combination that provides the required knowledge, skills and abilities. Must possess a valid driver's license.

**TOOLS AND EQUIPMENT USED:**

Personal computer, motor vehicle, 10-key calculator, phone.

**WORK ENVIRONMENT:**

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is generally performed in an office environment, but requires travel to a variety of locations to perform field work in all weather conditions. Employee may be exposed to noise from basic office equipment operation.

Essential functions may require maintaining physical condition necessary for walking rough terrain and climbing inclines at work sites. May also be exposed to conditions and hazards associated with construction sites and potentially hazardous materials and equipment, fumes or vapors. Work may also be performed in enclosed spaces.

***The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.***

***The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.***

