

**DEPARTMENT:** ALL APPLICABLE  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** MAY 25, 2017

**STORMWATER MANAGEMENT OFFICER (MUNICIPAL)**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for the development, implementation and coordination of a municipal Stormwater Management Program as mandated by the United States Environmental Protection Agency. The incumbent ensures compliance with Federal, State and local regulations and directs the municipality's program including community education, plan review, field inspections, illicit discharges, and direction of actions to remedy violations. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Develops and implements the Stormwater Management Program for a municipality;
2. Coordinates the efforts of municipal departments to achieve regulatory compliance;
3. Collaborates with appropriate New York State Department of Environmental Conservation personnel and coordinates follow-up actions;
4. Assists the Building Inspector with preparing stormwater pollution prevention plans for municipal projects and reviewing consultant designs;
5. Conducts inspections and directs maintenance of municipal stormwater facilities and systems;
6. Advises appropriate persons in the municipality of regulatory requirements for stormwater management;
7. Serves as the program contact person with regulatory agencies, the Western New York Stormwater Coalition and the public;
8. Reviews construction plans for stormwater issues;
9. Inspects construction sites and documents findings and provides appropriate recommendations for further actions;
10. Conducts and supervises field inspections for compliance with stormwater requirements and informs the Building Inspector of results;
11. Investigates complaints and incidents of illicit discharge and water retention issues;
12. Documents the municipality's conformance with the Stormwater Management Program and prepares the annual report;
13. Provides technical assistance to municipalities in refining and implementing Stormwater Management Practices;
14. Participates in technical studies using Geographic Information Systems (GIS) and Ground Positioning Systems (GPS), which aid in the collection, tabulation and analysis of technical stormwater management planning data to produce maps, charts, graphs and reports for various constituencies and the public;
15. Maintains records and assists in preparing periodic reports.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles, practices and procedures of municipal stormwater management; thorough knowledge of the laws, rules, regulations and procedures governing municipal stormwater management programs; good knowledge of the physical and geographic make-up of the municipality; working knowledge of GIS/GPS equipment and technologies; good knowledge of the fundamental principles of drafting and design; good writing skills; computer skills necessary to work with geographic information systems, spreadsheet, word processing and database applications and related tasks; ability to apply knowledge to the planning, design, inspection, and evaluation of construction sites and stormwater control structures; ability to understand moderately difficult construction plans and specifications; ability to establish and maintain good working relations with co-workers, the general public, and public officials; ability to maintain records and to prepare accurate and comprehensive reports; ability to prepare and make public presentations; ability to resolve problems in the field; ability to express oneself clearly and concisely, both orally and in writing; physical condition commensurate with the demands of the position.

**CONTINUED**

## **STORMWATER MANAGEMENT OFFICER (MUNICIPAL)**

### **MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree;  
**OR**

Four (4) years of full-time paid experience in the review and preparation of stormwater management plans and/or civil engineering for the design and installation of stormwater systems and urban or regional natural water resource planning; **OR**

Four (4) years of full-time paid experience in large-scale construction management, including building roads, installation of water and sewer lines, and adherence to all applicable Federal, State, and Local environmental permits and regulations as it relates to stormwater discharge.

**Special Requirement at Time of Appointment:** Possession of a valid New York State Driver's License.

**Special Requirement within One (1) Year of Appointment:** Candidates must be certified as either a Professional in Erosion and Sediment Control (CPESC); **OR** as a Professional Engineer.