Stormwater Coordinator

DEFINITION
Under supervision, manages the Storm Water Management Program and Fats Oils and Grease (FOG) Control Program in compliance with National Pollutant Discharge Elimination System (NPDES) and Statewide General Waste Discharge Requirements (WDR) respectively.

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 positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Manages NPDES Storm Water Permit in accordance with the State Water Resources Control Board (SWRCB)
- Coordinates storm water activities with partner agencies, volunteer groups and other stakeholders.
- Monitors Stormwater activities to ensure compliance with NPDES permit requirements.
- Coordinates public outreach activities to ensure compliance with NPDES permit requirements.
- Manages construction site erosion control program and post construction runoff requirements.
- Administers and manage Stormwater inspection programs for illicit discharges and construction site erosion control program.
- Serves as liaison and represent the City at State and Regional Water Quality Control Board hearings and workshops and various regional and local storm water committees.
- Manages Total Maximum Daily Load (TMDL) requirements including Environmental Protection Agency (EPA) established TMDLs, State adopted TMDLs.
- Prepare annual environmental reports and environmental impact documents for submittal to Federal, State and local regulatory agencies;
- Research funding opportunities and prepare grant packages for submittal to federal, state and local agencies;
- Assist in maintaining, drafting, and adopting Ordinances and Resolutions to ensure that the City has proper authority to enforce permit provisions and manage unregulated discharges;
- Analyzes data and writes technical reports and draft regulations pertaining to the storm water management program;
- Prepare brochures, flyers and other information for the public outreach program to prevent harmful pollutants from impacting water resources via storm water runoff;
- Conducts presentations to staff regarding updated regulations.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledge of The Federal Clean Water Act and other state and federal regulations pertaining to water quality, NPDES permit program to control non-point and point source pollution, Stormwater permit requirements as administered by the Los Angeles Regional Water Quality Control Board, Stormwater hydrology and land use planning;
- Skilled in providing and following oral and written instructions, establishing and maintaining productive working relationships, and in effectively communicate in English, verbally and in writing in organizing and multitasking job tasks;
- Ability to perform and train other employees on essential duties, monitor and evaluate work of staff, work independently and as team, maintain professional demeanor in the face of challenging situations;
- Proficient in the use of a personal computer hardware, electronic devices, and software to include MS Office, Geographic information systems including ArcView and other industry related software.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in indoor and outdoor environment. Work may require frequent standing, walking, climbing and bending. May be exposed to repetitive motions and extreme temperature, weather, hazards, and noise associated with construction sites.

QUALIFICATIONS
A Bachelor’s degree from a four-year college or university in Civil or Environmental Engineering, Environmental Science, Biology, Chemistry from a four year accredited college or university with major course work in Environmental Studies and Hydrology, AND four years’ professional experience in closely related field required. A Certified Professional for Storm-Water Quality (CPSWQ), Certified Professional for Erosion and Sediment Control (CPESC) and Qualified SWPPP Developer (QSD) certification is highly desirable. Must possess at the time of application and maintain a valid California Driver’s License.