

## **Stormwater Coordinator**

The City of Bryant Stormwater Department is accepting applications for **Stormwater Coordinator** Starting annual salary \$38,066-47,583 commensurate with experience. Great medical and retirement benefits package included! Application may be completed online at [www.cityofbryant.com](http://www.cityofbryant.com) or picked up at the Human Resources Department at 210 S.W. 3rd Street, Bryant, AR 72022. A City application must be completed and submitted to be considered for this position. Position closes at 5:00 p.m., May 30, 2021 or until filled. The City of Bryant is an Equal Opportunity Employer.

*This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts the City's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential. These include, but are not limited to: attendance, getting along and communicating well with others, ability to provide great customer service, working a full shift, dependability, leadership, and dealing with and working under stress. Any essential function of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent/applicant when possible or as required by applicable law.*

## **GENERAL DESCRIPTION OF POSITION**

Facilitate operations for the Stormwater department through scheduling and documentation of departmental activities. Provide assistance and support to help meet departmental requirements as mandated by state and federal environmental regulations.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Perform construction site stormwater runoff control inspections. This activity involves doing construction site inspections to ensure construction activities operate using best management practices or guidelines of ADEQ that protect the environment and waterways of the state. This can involve using enforcement actions for violations of the stormwater ordinance including issuing violation notices and stop work orders. It also involves completion of inspection forms detailing findings from inspections.
2. Perform post construction runoff Control inspections of construction sites and stormwater systems. This activity involves inspecting construction sites after the project is complete or near completion to confirm ground stabilization and functionality. On-going inspections of permanent stormwater systems are also performed on a continuous, routine basis on stormwater systems such as detention basins and drains. This involves completing inspection forms detailing findings.
3. Perform public education and outreach activities such as training contractor/building personnel; commercial business operators and personnel; and the public in general about best management practices and pollution prevention. Duties performed include talking to construction site personnel, literature distribution or talking to people at special public meetings.

4. Interprets legal requirements and recommends compliance procedures to contractors, craft workers, and owners.
5. Keeps inspection records and prepares reports for use by administrative or judicial authorities.
6. Record and manage the Stormwater Permits & Applications Process. Schedule and facilitate inspections, work orders, enforcement actions, and other departmental activities as needed, or as directed by the Stormwater Manager. Ensure all documentation is complete, accurate, correct, and recorded in a real-time manner. Ensure documentation has necessary information such as photographs, violation notices, stop work orders and other supportive elements for purposes of accurate reporting on a city and state level.
7. Perform Illicit Discharge Detection and Elimination/Dry Weather Screening. Activity involves responding to calls and complaints of illicit discharges and in general trying to regulate and prevent acts of illicit discharge via observation of activities within the city limits. Dry Weather Screening yearly, routine inspections of streams and creek beds during dry weather to detect signs of illicit discharge. This involves completion of inspection forms detailing findings.
8. Perform Pollution Prevention/Good Housekeeping for Municipal Operations. Involves routinely inspecting municipal, city owned buildings, facilities, grounds and operations to make sure best management practices are in place and being practiced. This involves completion of inspection forms detailing findings and doing training sessions with city personnel.
9. Assists with conducting public involvement/participation. Involves helping facilitate interactive meetings with contractors, builders and the public.
10. Review new development for Stormwater requirements throughout the Development Review Committee (DRC) process using the Stormwater Management Manual and the Stormwater Ordinance as guidelines. Attendance and participation in the DRC process is required.
11. Facilitate the Public Works contribution to the Adopt-a-Street Program and its implementation within city infrastructure.
12. Compile the necessary data throughout the year and prepare the annual report for departmental review and submission for the Small MS4 permit renewal process.
13. Perform inspection and maintenance of City owned/controlled stormwater systems. These stormwater systems include detention basins (and property on which they are contained), ditches, creeks, streams, drainage easements, storm drains, streets, street inlets, stormwater pipes/culverts and other channels that carry stormwater. Maintenance of these systems involve mowing, raking, silt removal, debris removal and trash (floatables) removal. Maintenance can also involve construction and repair of systems.
14. Operate and maintain equipment used on the job. These include vehicles, mowers, tractors, bush hogs, compaction tools, sod cutters, backhoes, trimmers, chain saws, hand-held power tools

and hand tools. Duties also involve the inspection, care and maintenance of tools equipment and supplies.

15. Respond to public complaints and requests. This could be flooding/drainage complaints, illicit discharge, stormwater ordinance/manual violations, debris removal, stormwater drainage system repair and silt removal. This involves gathering information in the field and writing reports.

16. Perform inspections and/or construction work for projects either contracted or performed by the City. Projects could involve road construction, drainage improvements, and/or general clean up. Activities will involve enforcing construction plan details and best management practices. May also involve other activities that support the project leading to its successful completion.

17. Conducts in-field mapping and recording of features of interest. Features of interest could be basins, waterways, drains, culverts, street lights or any other feature that the City deems necessary to facilitate operations. Duties include adding these features and doing edits and updates in the City GIS system.

18. Perform any other related duties as required or assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION AND EXPERIENCE**

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 12 to 18 months related experience and/or training, or equivalent combination of education and experience.

## **COMMUNICATION SKILLS**

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization. Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

## **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane, algebra, solid geometry and trigonometry.

## **CRITICAL THINKING SKILLS**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal

with several abstract and concrete variables.

### **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Must have or be willing and capable of obtaining a Certified Stormwater Inspector (CSI) certificate. Must have a valid Arkansas driver's license or a valid driver's license recognized by the state of Arkansas.

### **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

### **SOFTWARE SKILLS REQUIRED**

Intermediate: Alphanumeric Data Entry, Contact Management, Database, Presentation/PowerPoint, Spreadsheet, Word Processing/Typing  
Basic: 10-Key, Accounting

### **INITIATIVE AND INGENUITY**

#### **SUPERVISION RECEIVED**

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

#### **PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

#### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

### **MENTAL DEMAND**

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

### **ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately directed. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

### **RESPONSIBILITY FOR WORK OF OTHERS**

Responsibility for work of others: Not indicated.

## **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Regularly responsible for funds, building premises, inventory, or other property owned, controlled, or leased by the organization and, in addition, may have temporary custody and responsibility of patron property, which through carelessness, error, loss, theft, misappropriation, or similar action would result in very important monetary losses to the organization. The total value for the above would range from \$1,000,000 to \$10,000,000.

## **ACCURACY**

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

## **ACCOUNTABILITY**

### **FREEDOM TO ACT**

Moderately directed. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

### **ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, and savings from new techniques or reduction in manpower.

Small. Job creates a monetary impact for the organization from \$100,000 to \$1mm.

### **IMPACT ON END RESULTS**

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

## **PUBLIC CONTACT**

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

## **EMPLOYEE CONTACT**

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

## **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of highly complex machines and equipment; specialized or advanced software programs.

## **WORKING CONDITIONS**

Outside working environment, wherein there are disagreeable working conditions part of the time.

## **ENVIRONMENTAL CONDITIONS**

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

While performing the functions of this job, the employee is regularly exposed to work in high, precarious places, fumes or airborne particles, outdoor weather conditions, vibration; occasionally exposed to toxic or caustic chemicals, risk of electrical shock. The noise level in the work environment is usually moderate.

## **PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Highly repetitive, moderately physical. Highly repetitive type of work which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to talk or hear; and frequently required to stand, walk, sit, climb or balance, stoop, kneel, crouch, or crawl; occasionally required to use hands to finger, handle, or feel, reach with hands and arms, taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

## **ADDITIONAL INFORMATION**

Duties: Reviews Stormwater Permit Applications and verifies payment of fees. Reviews construction/development plans for compliance with the Stormwater Ordinance and the Stormwater Management Manual. Reviews Stormwater Maintenance plans for compliance. Performs inspections on construction projects and job sites for compliance with appropriate City, State, and Federal codes. Reviews complaints concerning alleged violations of Stormwater Codes. Gathers evidence, and appears in court as a witness to Stormwater Code violations. Keeps records of inspections performed, actions taken, and corrections recommended and secured. Prepares and executes notification advising property owners and construction site managers of possible violations and the time allowed to reach compliance. Does follow-up of violations to ensure compliance.