

CITY OF GOSHEN, INDIANA

POSITION DESCRIPTION

Department: Engineering

Position: Stormwater Specialist (Permanent, Full-time)

Job Category: LTC (Labor, Trades, Crafts)

Scheduling: 40 Hours

FLSA Status: Non-exempt (Hourly)

Date of Announcement: August 2022

Application Deadline: Until position is filled

Under the supervision of the Stormwater Coordinator, the Stormwater Specialist will assist with implementation of the City of Goshen's municipal separate storm sewer system (MS4) program's six (6) minimum control measures. The Stormwater Specialist shall be responsible for the oversight and inspection of structural and nonstructural stormwater controls for construction and post-construction activities to ensure compliance with all applicable local, state, and federal stormwater rules and regulations. In addition, the Stormwater Specialist will assist in conducting inspections of illicit discharge and drainage complaints and in the remediation of the observed problems. The Stormwater Management Department's mission is to reduce the impact of stormwater runoff on our community's water resources through oversight and public education on stormwater best practices in order to provide clean water for everybody and everything.

Essential Duties and Responsibilities:

The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive.

- Collaborate with the Stormwater Coordinator, GIS Coordinator, Director of Public Works and Utilities with work relating to stormwater, water quality, and the conveyance of water.
- Understand federal, state, and local rules related to stormwater.
- Assist with updating current stormwater ordinances and technical standards to meet the 2021 MS4 General Permit requirements.
- Perform inspections of civil, residential, and commercial construction sites on a regular basis to ensure that the projects are in compliance with stormwater ordinances and best Management practices (BMPs) including installation and maintenance of erosion and sediment control BMPs, construction phasing, soil stabilization, drainage and stormwater installation, and associated problems for compliance with local, state, and federal stormwater regulations.
- Perform post-construction site inspections to ensure installed post-construction stormwater measures are functioning and to ensure the post-construction stormwater management plan (PCSMP) is being followed.
- Perform inspections of illicit discharge, drainage, and erosion and sediment control complaints as needed.
- Perform inspections of municipal facilities to ensure proper pollution prevention and good housekeeping BMPs are being implemented and maintained.
- Maintain accurate records (paper and electronic) by preparing reports on project compliance, notice of violations and corrective actions, and participate in any other enforcement processes; documenting on-site conversations and phone calls with contractors, developers, engineers, property owners, etc.; and necessary clerical work.
- Conduct pre-construction erosion and sediment control meetings with engineers, developers, and contractors to communicate stormwater requirements.
- Work with and provide technical assistance to developers, engineers, property owners, operators, contractors, business owners, and HOAs regarding installing and maintaining stormwater BMPs or correcting stormwater ordinance violations.
- Assist with stormwater education efforts of city employees.
- Prepare and present public presentations.

- Support other local and state stormwater organizations and entities in public

Stormwater Specialist Duties (Cont.)

- Assist with updating and maintaining the Stormwater Department's webpage.
- Assist in the preparation of construction plans and specifications.
- Research and evaluate stormwater practices and technical standards.
- Assist with water testing from stormwater runoff, pipe outfalls, and waterways as the need arises and evaluate results.
- Assist with preparing program's annual report.

education events as needed.

- Assist in preparation of annual program and budget.
- Assist with surveying activities.
- Collect field data using GPS equipment to map storm sewer system.
- Create new GIS layers and update existing layers as needed.
- Work with City departments to lessen stormwater runoff impacts.
- Work with Federal and State regulators for environmental permitting.
- Research stormwater practices.
- Perform other essential duties as directed

Minimum Training and Experience Required:

- High School Diploma, or equivalency; prior related work experience; or any equivalent combination of education, training and experience which provides necessary knowledge, skills and abilities.
- Must be able to obtain stormwater related certifications that elevate the employee to the status of a qualified stormwater professional. Recommend stormwater certifications are Certified Erosion, Sediment and Stormwater Inspector (CESSWI), Certified Professional in Erosion & Sediment Control (CPESC), and MS4 Compliance and Enforcement Certified Inspector (MS4CECI).

Special Requirements:

- Willingness to be in contact with sewage (City will refund costs for Hepatitis inoculations if employee is not already vaccinated).
- Willingness to work a flexible schedule when field activities warrant it.
- Willingness to obtain education and related job certifications.
- Valid driver's license.

Minimum Physical and Mental Abilities:

- Knowledge of modern office procedures and methods including telephone communications, office systems, and record keeping.
- Knowledge of modern business communication, including style and format of letters, memoranda, minutes, and reports.
- Skills required in using a personal computer and various software packages.
 - Experience using GIS and/or permit tracking software is beneficial but not required.
- Ability to establish priorities, work independently, and proceed with objectives without supervision.
- Ability to handle and resolve recurring problems.
- Ability to assimilate complex issues and use appropriate communication strategies to influence wide and diverse audiences.

Mathematical Ability:

- Ability to add, to subtract, multiply, divide, calculate decimals and percentages, calculate area, calculate volume, and accurately measure with tape, wheel and other devices.

Language Ability and Interpersonal Communication:

- Ability to comprehend and correctly use a variety of informational documents including maps, graphs, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer and software handbooks/manuals, project plans, etc.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.

- Ability to use and interpret civil engineering and computer terminology and language.
- Ability to perceive and discriminate colors and shapes.
- Ability to use independent judgment, common sense, and principles of rational systems in the performance of tasks.
- Ability to work under stressful conditions and to balance priorities within and between departments.
- Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly.
- Ability to advise and interpret the application of policies, procedures and standards to specific situations; ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.
- Ability to communicate effectively with customers, coworkers, other City personnel, contractors, consultants, surveyors, and the general public verbally and in writing.

Environmental Adaptability:

- Ability to work effectively in an office environment and in the heat and cold.

Rate of Pay:

Grade 10 as designated by the current salary ordinance with the hourly rate dependent on relevant work experience. Minimum - \$21.17 Mid - \$25.35

Work Hours:

Monday - Friday, 7:00 a.m. - 4:00 p.m.

Applications available in Human Resources, 204 E. Jefferson St., Goshen or online at www.goshenindiana.org. Click "Job Opportunities."

The City of Goshen provides equal employment opportunities to all employees and applicants for employment. EOE/Drug Free/Smoke Free