

## CLASS SPECIFICATION

### CLEAN WATER COORDINATOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **DEFINITION**

Under general direction, performs a variety of work to coordinate the administration of the City's NPDES Municipal Storm Water responsibilities and activities required by other City Departments to ensure compliance with the Urban Runoff Management Program; oversees compliance activities, monitors consultant work, provides assistance with construction development review process, prepares technical and administrative data in written report and presentation formats.

#### **CLASS CHARACTERISTICS**

This is a professional administrative position of considerable knowledge and competence, performing technical and administrative tasks in a specific operating department. Employees in this class, under general direction, are responsible for performance of technical research work assigned by the department head and may be assigned supervisory duties.

**EXAMPLES OF DUTIES** - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Oversees NPDES Municipal Storm Water program compliance; coordinates activities associated with non-point sources of water, pollution prevention, best management practices, education and outreach, field investigation, and inspection of industrial, commercial, municipal, and residential dischargers; plan and coordinate the work of professional and technical staff involved with the Urban Runoff Management program; establish procedures and techniques involved in the investigation, documentation, and enforcement of codes and regulations; interpret and enforce laws, ordinances, regulations, legislation and policies; develop procedures and practices for compliance and enforcement actions; write and prepare complex letters or reports to communicate program status or other findings to management or regulatory agencies; deal with the public tactfully and effectively; establish and maintain cooperative relations with those contacted in the course of duties; use computer applications to assist in performing duties, e.g., word processing, spreadsheets, databases and presentation applications (GIS knowledge a plus); communicate clearly, concisely and effectively, both orally and in writing; understand and carry out oral and written instructions.

#### **MINIMUM QUALIFICATIONS**

##### **Knowledge of:**

- Principles and practices of municipal storm water systems.
- Methods of detection of pollutants in urban runoff or other wastes, and their effect on the environment.

- Proper use of monitoring, sampling, and basic testing equipment.
- Modern principles and practices of chemistry, biology, microbiology, or environmental protection applicable to urban runoff, wastewater, hazardous materials or industrial waste.
- Civil and/or environmental engineering practices.
- Applicable city municipal codes and state and federal laws.
- Principles and practices of supervision.
- Principles and practices of customer service.

**Ability to:**

- Gather, interpret and analyze data;
- Exercise sound judgment and common sense;
- Plan and organize work with a high degree of independence of action;
- Conduct research and prepare complete and accurate analysis, reports and recommendations on a variety of issues;
- Prepare clear and concise oral and written reports, both narrative and statistical;
- Establish and maintain effective working relationships with all levels of City staff, other governmental agencies and the general public;
- Plan and supervise the work of others;
- Utilize computer systems to enter and retrieve data;
- Read, understand, interpret and apply laws, policies, rules, contracts, guidelines and professional practices;
- Demonstrate an awareness and appreciation of the diversity of the community; and
- Speak clearly and effectively before individuals and groups.

**Experience and Training Guidelines**

**Experience:** A minimum of five years of increasingly responsible experience in environmental science, physical science, engineering, or related field; including two years experience working with storm water management regulations and ecosystems improvements, or other related environmental regulations.

**Training:** Graduation from an accredited college or university with a bachelor's degree or higher with major course work in environmental science, engineering, civil engineering or related field.

**License or Certificates:** Possession of, or ability to obtain, an appropriate, valid driver's license.

**WORKING CONDITIONS**

**Environmental Conditions:** Office and field environment; travel from site to site; extensive public contact; exposure to noise, dust, grease, smoke, fumes, gases, electrical energy, radiant energy, toxic materials, and inclement weather conditions; work in or with water and wastewater.

**Physical Conditions:** Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; exposure to computer screens, speaking and hearing to exchange information; visual acuity to read and interpret specifications and regulations.