

CITY OF ROSWELL, GEORGIA
CLASSIFICATION SPECIFICATION

Code:	E703
FLSA:	E
WC:	7520
PG:	513
EEO:	3

CLASSIFICATION TITLE: Stormwater Utility Manager

PURPOSE OF CLASSIFICATION

The purpose of this classification is to manage the City of Roswell Stormwater Management Utility, both regulatory and field operations, for the City of Roswell; performs technical, field and administrative work regarding the City's stormwater management and educates and informs citizens regarding water quality issues. Work is performed under the general supervision of the Environmental/Public Works Director or Deputy Director.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Implements the Stormwater Management Plan and Program, including coordinating and ensuring compliance with the Municipal Separate Storm Sewer System (MS4) NPDES Permit and the Metropolitan North Georgia Water Planning District (MNGWPD) Watershed Management Plan. Responsible for the completion of the NPDES Annual Report to the Georgia Environmental Protection Division.

Required to have specific knowledge based on inspections and field analysis regarding the Capital Improvement Projects (CIP); evaluates the projects using the CIP matrix criteria and analyzes the costs and recommends priority based on these factors; maintains the Capital Improvement Project (CIP) list. Participates in CIP planning and recommends projects for placement in the upcoming fiscal year and the five year planning budget.

Manages the annual stormwater capital projects including development of the budgeting, project administration, inspection, management and project close-out; coordinates with other department staff/engineers and engineering consultants.

Manages all field activities and personnel related to stormwater management. Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors work activities and inspects completed work; confers with assigned staff, assists with complex/problem situations, and provides technical expertise. Responsible for establishing and meeting the goals of system wide inspections and maintenance, work loads, work accomplished and efficiencies for the stormwater service crews.

Provides internal training to the Stormwater System Investigator, Stormwater Project Specialist and Stormwater Crew Supervisor on proper assessment of stormwater infrastructure. Creates and maintains a set of Standard Operating Procedures and Practices for all work performed in the Stormwater Service Division. Prepares periodic reports on system condition, supply inventory, and training needs.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Prepare and implement an asset management program to assist the Finance Department with GASB 34 standards. Develop a regular maintenance program for the stormwater pipe system.

Participate in budget planning and completion of the annual budget; monitors expenditures to ensure compliance with the approved budget; processes supply and equipment requisitions.

Interprets, explains, applies, and ensures compliance with provisions of City ordinances pertaining to stormwater and water quality protection. Issues citations for stormwater ordinance violations when necessary. Educates and provides technical assistance regarding stormwater policy and procedure to citizens with questions, concerns and complaints.

Extensive public contact required regarding Stormwater Management program goals, public education and information; high understanding of stormwater issues required when responding to citizen issues; assuring responsiveness to complaints.

Assists in finding and resolving water quality issues: performs field investigations of water resource problems.

Assists in coordinating emergency response to spills or accidents: notifies water treatment facilities or state and federal authorities; samples and diagnoses contaminants; investigates and troubleshoots drainage problems to prevent flooding..

Inspects dams throughout the City of Roswell. Records findings and reports maintenance requirements to the dam owners. Maintains a list of qualified Lakes and Ponds Contractors for distribution to dam owners.

Follows safety procedures, reports unsafe activities and conditions, utilizes safety equipment and monitors work environment to ensure safety of employees and other individuals.

Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, regulations. Conducts research and maintains an awareness of new issues, methods, equipment, trends, and advances in the profession. Reads updates and other professional literature. Maintains professional affiliations. Participates in continuing education activities, attends meetings, conferences and workshops.

Serves on committees and makes presentations as needed. Participates on review boards, policy committees, safety committees and other committees. Represents the department at community events.

Operates a personal computer.

ADDITIONAL FUNCTIONS

Assists with staff and administrative responsibilities.

Performs other related duties as required.

Exercise initiative in setting priorities and making work assignments, in accordance with established principles.

MINIMUM QUALIFICATIONS

Bachelors Degree with three (3) to five (5) years of related experience in stormwater, construction, engineering, water resources; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Stormwater System construction and project management experience preferred. Knowledge of the Metro North Georgia Planning District Watershed Plan preferred. Knowledge of topography, hydrology and hydraulics is preferred. Knowledge of surveying equipment and principles, GIS mapping tools and software is beneficial. Knowledge of the development process, watershed principles and habitat management are beneficial. Must possess and maintain a valid Georgia driver's license.

PERFORMANCE APTITUDES

Specific Knowledge, Skills, or Abilities: Requires the ability to understand hydrology, including calculations for flows, pipe sizes, etc. Must be able to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity. Requires regular interaction with the public.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to use, operate, calibrate, and maintain complex water testing equipment that requires advanced training.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-25 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors, taste, odor, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature extremes, hazardous materials, toxic agents, animal/wildlife attacks, water hazards, pathogenic substances, or rude/irate customers.

The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.