

CITY OF ROSWELL, GEORGIA
CLASSIFICATION SPECIFICATION

Code:	E708
FLSA:	N
WC:	7520
PG:	510
EEO:	3

CLASSIFICATION TITLE: STORMWATER CONSTRUCTION / MS4 PERMIT SPECIALIST

External applicants apply on-line only at www.roswellgov.com/employment

PURPOSE OF CLASSIFICATION

The purpose of this classification is to supervise, inspect and manage the Capital Improvement Projects for the Stormwater Division and to coordinate implementation, oversee compliance, and assist in retaining the City’s NPDES Phase I MS4 permit. Capital Improvement Projects involve technical inspections of project work sites to determine compliance with all City, County, State and Federal codes and regulations regarding erosion and sediment control, clearing, drainage, landscaping, infrastructure, wetlands, and stream buffers. Work is performed under the general supervision of the Stormwater Utility Manager.

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.

Supervises and inspects stormwater construction projects; prepares project pay request for work completed.

Collaborates with Stormwater Utility Manager to classify and prioritize stormwater projects and select appropriate ones for in-house or contract construction; coordinate pre-construction activities including utilities and plan review, permitting and special funding; prepares reports, tables and graphs regarding project status, funding, etc.

Reviews new construction project plans; coordinates with pre-construction engineer for future projects.

Assists in the management of contractor, consultant, and vendor contracts related to Stormwater management construction projects as well as Engineering; assists in the preparation and administration of contracts for construction/consultant services; monitors work performed by contractors/consultants to ensure compliance with terms of contracts; reviews consultant reports/studies for accuracy/completeness; reviews invoices and payment requests for accuracy and recommends approval for payment.

Coordinates implementation and annual reporting of the Phase I Municipal Separate Storm Sewer System (MS4) Program.

Assists and coordinates efforts to establish and maintain best management practices for permit compliance and retention.

Assists and coordinates with Metropolitan North Georgia Water Planning District (MNGWPD)

Establishes and administers Stormwater Management Plan (SWMP).

Interacts and communicates with numerous groups and individuals on various project inspection related topics; provides interpretation and assistance with code definitions to the public, staff, city hired contractors and related parties; conducts construction meetings with property owners, developers and contractors; responds to reports of alleged ordinance or code violations on all stormwater improvement projects; advises utility company

subcontractors on erosion control requirements; conducts meetings with supervisors and various City Departments on current projects; works with City and State DOT personnel to ensure project compliance.

Conducts inspections of stormwater construction sites to determine nature of potential erosion and sedimentation violations or ensure compliance; conducts site re-inspections of project sites to determine if corrective compliance has been met; provides recommendations for citations if a site remains non-compliant after written notification. Works closely with the Environmental Compliance Officer to ensure compliance is achieved.

Performs various administrative tasks related to individual projects to ensure budget and project plan compliance while maintaining records of all project deliverables. Responsible for project record retention and archiving. Adds work orders to and maintains the Capital Improvement Project list as needed; prepares and maintains accurate reports and records regarding inspections. Recommends specific Capital projects for inclusion in the annual budget.

Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, and regulations related to stormwater management. Conducts research and maintains an awareness of new issues, methods, equipment, trends, and advances in the construction and stormwater profession.

Operates a transit, digital camera, personal computer and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

Performs other duties as assigned.

ADDITIONAL FUNCTIONS

Assists with staff and administrative responsibilities.

Performs other related duties as required.

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

MINIMUM QUALIFICATIONS

Technical College Diploma/Associates Degree in Construction or Project Management; three to five years of experience in construction or engineering inspections with knowledge of all City, State, County and ARC ordinances and codes; knowledge of underground utility configuration and conflict resolution strategies, experience with Georgia's Municipal Separate Storm Sewer System (MS4) permit program; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Must possess and maintain a valid Class C Georgia driver's license. Must possess Level 1B Certified Inspector Certification or be able to obtain certification within 6 months of employment. Level II certification as a Plan Reviewer from Georgia Soil and Water Conservation Commission is preferred.

PERFORMANCE APTITUDES

Specific Knowledge, Skills, or Abilities: Requires knowledge of AWWA Standard Practices for water testing, water testing equipment, and methods. 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 regular interaction with the other city employees as well as employees from other municipal jurisdictions.

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

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.