CITY OF NEWCASTLE
POSITION DESCRIPTION

Title | Surface Water Program Manager | Date | December 2014
Department | Public Works | Job Classification | Non-Represented
Reports To | Public Works Director | Yearly Salary Range | See Current Budget Book
Supervises | Interns, part time (as funded) | FLSA Status | Exempt

GENERAL FUNCTION

Under the direction of the Public Works Director, the Surface Water Program Manager is responsible for developing, managing and implementing programs and projects that improve drainage infrastructure, meet National Pollutant Discharge Elimination System (NPDES) Phase II requirements, ensure the function of the storm drainage network and protect the watershed from pollution. Programs include capital improvement projects, asset management, water pollution control, monitoring active construction sites, stream and lake monitoring, flood management and public outreach and education.

REPRESENTATIVE ESSENTIAL DUTIES and RESPONSIBILITIES

1. Develop, implement and manage NPDES permit programs such as: public education and outreach, public involvement and participation, IDDE, controlling runoff from development/constructions, and operations and maintenance. Perform essential SWM capital project management activities including: negotiating consultant contracts, reviewing and approving design plans, public biddings, conducts reference checks and prepares Council agenda materials for approval of recommended contractors or consultants.

2. Monitors and evaluates project construction, ensures compliance with construction specifications and project budget, verifies product and service invoices, authorizes payment, processes change orders, record keeping, and Public Works project closures.

3. Prepares and submits grant applications to other agencies for funding of projects, monitors local, federal and state funded projects for compliance with the grant agreements. Oversees interagency agreements and/or grants with other entities for surface water related programs.

4. Manage stormwater facility inventory tracking system, maintain, input and manage the City’s spatial mapping systems.

5. Oversee the regular maintenance and repair schedule for municipal separate storm sewer system (MS4), maintain inspection records and ensure compliance with permit.

6. Oversee field inspection report of public and private stormwater facilities.

7. Coordinates with other agencies and organizations to obtain permits such as Joint Aquatic Resource Project Approval (JARPA), SEPA, NEPA, and Cultural Resources.

8. Review and provides written comment on construction drawings for public and private projects to ensure compliance with erosion and sediment control, implementation on Stormwater Pollution Prevention Plans, NPDES Permit compliance, and to encourage the use of Low Impact Development (LID), techniques and methods.

9. Presents and attends meetings with City Council, contractors and other agencies.
10. Investigate and follow-up with citizen requests, concerns and complaints using the City's Request for Action (RFA) process, including incidents involving spills and water quality.

11. Train field staff by preparing presentations and procuring education material on a variety of topics; including illicit discharge detection and elimination programs, spill response and reporting, operations and maintenance activities and erosion and sediment control from construction activity.

12. Performs other duties as required or assigned.

WORKING CONDITIONS

The physical demands 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.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate drafting instruments, computers, and various pieces of office equipment.

While performing the duties of this job, the employee is required to: stand or walk; use hands to handle or operative objects, tools, or controls; and reach with hands and arms. The employee is also required to sit, climb or balance; stoop, kneel, crouch, or crawl; hear sounds and voices; and detect scent or odor.

The employee must occasionally be physically capable of moving about on construction work sites and under adverse field conditions, and have the ability to lift and/or move up to 25 pounds. Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

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

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet to moderate, but noise levels may increase significantly at job sites due to construction machinery and activities.

KNOWLEDGE and SKILLS (Entry Requirements)

Knowledge of:

- Principals and practices of civil engineering and construction design, including materials and equipment related to public work projects;
- Project management;
- Strong organizational skills.
Skill in:
- Perform basic mathematic operations in algebra, geometry, and trigonometry;
- Read and interpret engineering plans and understand specifications;
- Work outdoors when required;
- Operate a variety of computer software applications, including; word processing, spreadsheet, database, and computer aided design (AutoCAD), and GIS (ArcView) software;
- Communicate effectively, both verbally and in writing;
- Work as part of a work team; establish and maintain effective working relationships with coworkers and the public; and
- Perform drafting as related to construction and public works projects.

MINIMUM QUALIFICATIONS
Bachelor Degree in Engineering or related science field; and two years of experience with environmental and water resource programs; or an equivalent combination of education, training, and experience.

Special Requirements:
- Certification as an Erosion Control and Sediment Lead, or the ability to obtain within six (6) months of hire;
- EIT Certification is desired (Licensed PE is not required);
- Must have a driving record that meets City standards and possess a valid Washington State driver’s license at time of hire and throughout employment.

LEGAL and REGULATORY EMPLOYMENT CONDITIONS
This classification description does not constitute an employment agreement between the City and employee. It is subject to change by the City as the needs of the City and requirements change.

Appointment and Removal Authority: The City Manager is the appointing authority of the City with power of appointment and removal of all employees.

Abide by Personnel Policies: Upon acceptance of employment, the employee will be provided with a copy of the City’s Personnel Policies, will be asked to acknowledge receipt of same in writing, and be required to abide by those policies, as printed at that time or thereafter amended, during employment with the City.

Approvals:

City Manager ______________________________ Date _____________________