

Stormwater Coordinator**Opening Date:** December 21, 2018**Salary Range:** \$4,789 - \$5,603/month (effective 1/1/2019)**Closing Date:** Open Until Filled

NATURE OF POSITION

Responsible for day to day development and execution of the City's stormwater management program in order to ensure compliance with NPDES Phase II permit requirements, as issued by the Washington State Department of Ecology. This position will administer program components and elements, coordinate the efforts of consultants and staff, and assist department/division managers with all aspects of stormwater management. May direct the work of temporary and/or full-time staff working within programs or activities that support the Stormwater Program.

SUPERVISION RECEIVED

General direction and oversight is provided by the City Engineer or designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Employees of the City of Walla Walla are expected to model and foster the City's core values: **Customer Focus - Excellence – Stewardship - Communication - Leadership - Integrity**
2. Ensure City compliance with NPDES-Phase II permit requirements.
3. Work with developers and contractors through educational workshops and communications to mitigate pollutant effects both during and after construction projects.
4. Act as the primary contact with the public for concerns related to the stormwater program and/or related policies.
5. Organize and implement public outreach and participation programs on stormwater quality and pollution prevention.
6. Participate in the investigation and resolution of stormwater quality and drainage complaints, to include detection and elimination of illicit discharges.
7. Develop and participate in the implementation of Best Management Practices (BMPs) for all City maintenance and construction operations using a variety of training and outreach methods.
8. Ensure compliance with underground injection control requirements.
9. Develop, recommend and participate in the implementation of water quality testing programs that may become necessary to comply with the NPDES Phase 2 permit requirements.
10. Participate in the preparation of the annual stormwater budget.
11. Research potential outside grant funding for City projects and prepare grant applications as necessary.
12. Recommend improvements to the City's stormwater utility and stormwater fee schedule to support program requirements.
13. Review private development plans, specs, construction projects, City designs and construction projects for stormwater program compliance.
14. Receive, investigate and process complaints and notifications of potential stormwater violations, such as illicit discharges. Recommend appropriate actions.
15. Assist in securing environmental permits.
16. Recommend changes to City stormwater design standards and field reporting.
17. Locate, register, and inspect City drywells, infiltrations systems, and outfalls.
18. Coordinate with other local, state and federal agencies, contractors, developers, consultants and other parties on stormwater related projects and issues.
19. Maintain stormwater records and prepare annual reports and/or presentations to Department of Ecology, elected officials, department management and the public.

20. Develop required stormwater ordinances and education programs for the public and for City staff related to the selection and proper use of BMP's for various city-wide job functions.
21. Represent the City of Walla Walla on various committees, associations or groups.
22. Develop and provide training for City staff on the selection and proper use of BMP's, detection of illicit discharges, review of construction plans, O&M Plan and Service Center Stormwater Pollution Prevention Plan.

OTHER JOB FUNCTIONS

1. Demonstrate punctual, regular and reliable attendance which is essential for successful job performance.
2. Present a positive, professional image; maintain cooperative and effective working relationships; assure excellent customer service with internal and external customers.
3. Execute assignments, projects and job responsibilities efficiently and within defined timeframes; work independently and effectively with little direction.
4. Demonstrate good judgment and employ critical thinking to execute duties, identify issues, seek solutions and recommend improvements in support of departmental goals.
5. Provide assistance to staff and higher-level management; participate in resolving operational or interpersonal concerns; participate in training, meetings, and on committees as assigned.
6. Respect the value of diversity in the workplace and the community.
7. Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of road/street, storm drainage and utility design, construction, and construction inspection practices.
- Knowledge of civil and/or environmental engineering practices.
- Knowledge of Federal, State and local laws and regulations regarding NPDES Phase II and other stormwater requirements.
- Familiar with GIS.
- Familiar with outside funding sources through Department of Ecology (DOE) or other agencies.
- Ability to direct activities of others, such as temporary employees, volunteers, and possibly professionals.
- Ability to establish and maintain effective working relationships with other employees, public and private agencies, and the general public.
- Ability to interpret federal and state government codes and laws.
- Ability to understand, express, and execute complex oral or written instructions, and to apply extensive or obscure guidelines to a wide variety of work situations.
- Ability to operate equipment associated with the position in a proper and skillful manner.
- Ability to make complex computations and tabulations accurately and with reasonable speed.
- Ability to recognize, recommend, initiate and carry out alternative solutions to City policies and procedures that may need updating for efficiency and/or regulatory compliance.
- Ability to work independently with limited supervision.
- Demonstrated ability to communicate effectively orally and in writing to diverse audiences in both group and individual settings.

TOOLS AND EQUIPMENT USED

Operate a personal computer and automated administrative, engineering and drafting software; use standard business and office machines including personal computer terminals, typewriter, copier, FAX machine and calculator equipment; heavy equipment vehicles; specialized tools.

PHYSICAL DEMANDS

Sitting and standing for extended periods of time; walking over rough or uneven surfaces; climbing ladders; seeing, hearing and speaking to exchange information; intermittently kneel down, stoop, bend at the waist and lift up to 20 pounds; dexterity of hands and fingers to operate computers.

WORK ENVIRONMENT

Indoor and outdoor work environment; driving a vehicle to conduct work; subject to seasonal heat and cold or adverse weather conditions.

REQUIRED MINIMUM QUALIFICATIONS

Bachelor's degree in Communications, Civil Engineering, Environmental Sciences, Natural Resources or related field or an equivalent combination of education and experience that clearly demonstrates the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Valid State driver's license.

DESIRED QUALIFICATIONS

Two years' experience in stormwater management programs, environmental, engineering, or water resource field is preferred. Bilingual in Spanish.

APPLICATION AND SELECTION PROCEDURE:

A completed City application and resume are required to apply. Applications are available on the Human Resources page of the City of Walla Walla website: <https://wallawallawa.gov>.

Applicants whose experience most closely meets the requirements of the position will be invited to continue in the selection process which will consist of an oral panel interview, reference inquiries and may include a criminal background check and consumer report. Completed application packages can be mailed to:

CITY OF WALLA WALLA-HR

15 N. Third Avenue

Walla Walla, WA 99362

Email to hr@wallawallawa.gov or faxed to (509) 524-7935.

REASONABLE ACCOMMODATION: The City of Walla Walla will provide reasonable accommodation to disabled applicants if requested. Please notify the Human Resources office at least 5 days prior to the need.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.

**EQUAL OPPORTUNITY EMPLOYER / AMERICANS WITH DISABILITIES ACT EMPLOYER
THE CITY OF WALLA WALLA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, GENDER,
SEXUAL ORIENTATION, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.**

MINORITIES AND WOMEN ARE ENCOURAGED TO APPLY.